COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFPD 90-2, *Inspector General*, *The Inspection System,* and, AFI 90-201, *Inspector General Activities*. It provides guidance, procedures, and responsibilities for Air Intelligence Agency (AIA) inspections and levies requirements on units visited by the HQ AIA Inspector General (HQ AIA/IG) team. The goal is to improve mission performance by inspecting mission effectiveness, unit readiness, leadership, and customer satisfaction, and measure mission readiness and sustainability. The objective is to remove impediments that present obstacles to maximizing mission success. The mission effectiveness inspection (MEI) reports serve as tools for planning, training, allocating resources, and managing units. This instruction applies to AIA units and AIA administratively-supported units worldwide. It also applies to AIA-gained Air National Guard (ANG) and Air Force Reserve (AFRES) units.

SUMMARY OF REVISIONS

Adds attachment 8, *Professional Performer Program*; changes some organizations tier structure; adds others; changes the inspection frequency of Tier I units in attachment 2. Adds a military exercise program; makes major revisions to the entire operations and communication-computers areas; and renumbers areas.

1. Ongoing Activities. HQ AIA/IG:

1.1. Internally projects inspections 1 year in advance. However, the Commander (AIA/CC) can direct "no-notice" inspections.

1.2. Conducts inspections of AIA and AIA administratively-supported units, according to the policy and guidance directives listed in attachment 1.

1.3. Determines inspection frequency using a four-tier system (see attachment 2). Normally, Tier I and Tier II units receive an inspection at least once during an 18- to 24-month period, while units with primarily a support or management and oversight role (Tier III) are projected on a 24- to 36-month inspection cycle. AIA/CC or the Inspector General (AIA/IG) can direct exceptions. The following definitions are provided to help visualize where units fall within the four tiers:

   1.3.1. Tier I (Wartime and, or, Contingency-Tasked Units). Tier I includes units whose mission consists primarily of wartime and, or contingency tasking and those operationally controlled by a major command (MAJCOM). Inspection frequency is 18 to 24 months.

   1.3.2. Tier II (Support Units). Tier II includes units that provide direct support to other organizations. Inspection frequency is 18 to 24 months.

   1.3.3. Tier III (Headquarters and, or, Oversight Units). Tier III includes units that provide direct management support, oversight, and, or, planning and programming functions for Tier I, II, III, and IV units. Inspection frequency is 24 to 36 months.

   1.3.4. Tier IV (Joint and Multiservice Units). Tier IV includes units with a multiservice composition requiring inspection teams from other services and, or, agencies within the Department of Defense (DoD). Inspection frequency is 24 to 36 months.

1.4. Participates in National Security Agency (NSA)-directed joint inspections of consolidated cryptologic facilities and functions. INSCOM (Army Intelligence and Security Command), NSG (Naval Security Group), and NSA/CSS (Central Security Service) IGs also participate in these joint inspections. Policies and procedures are outlined in NSA/CSS Regulation 10-78, Joint Inspections of Consolidated Cryptologic Activities, and the NSA/CSS operating instructions for Planning, Conducting, and Reporting of Inspections at Jointly Manned Cryptologic Facilities.

1.5. Participates with other Air Force MAJCOMS (ACC, AFSOC, etcetera) to evaluate AIA units and functions operationally controlled by those commands. Specific inspection procedures and criterions will be determined on a case-by-case basis. For planning purposes, units should expect an MEI using the criterions outlined in attachment 3, deployment or a readiness exercise. HQ AIA/IG may coordinate with the inspected unit to outline the inspection process and for any required trusted agent support.

1.6. In conjunction with HQ AIA staff, designs and publishes inspection criterions consisting of two components:

   1.6.1. Functional Inspection Criterions (attachment 3).

   1.6.2. Wing, Center, and Group Inspection Criterions (attachment 4).

1.7. Ensures protection of inspection reports. Although the text is normally unclassified, the MEI report is a privileged document. The following guidance applies and must be contained in all reports and any excerpts from reports:

"This report is a privileged document that cannot be released in whole or in part to persons or agencies outside the Air Force, nor can it be republished in whole or in part in any publication, including Air Force magazines and general use pamphlets, without the express written permission of the Secretary of the Air Force."

1.8. Notifies units of current Air Force special interest items (SII) and command interest items (CII) on an as-required basis. SIIs are identified by HQ USAF and CIIs are identified by HQ AIA for agency-wide implementation (attachment 6). SIIs and CIIs are posted on the classified HQ AIA/IG Web Page, at the following address: "http://www.iswan.aia.ic.gov/homepage/ig/si/index.htm."

2. Preinspection Activities. HQ AIA/IG:

2.1. Notifies the unit by formal message within 60 days prior to a planned inspection. However, due to mission circumstances, HQ AIA/IG may adjust notification. This notification includes support requirements identified in attachment 7.

2.2. Coordinates with the unit exercise evaluation team or readiness section to plan exercises during the inspection, if applicable.

2.3. Briefs HQ AIA directorates on the inspection plan to verify critical areas and identify possible interest items.

2.4. Conducts a preinspection meeting (PIM). Reviews inspection plan, critical areas, security, safety, and travel arrangements.

3. Inspection Responsibilities. HQ AIA/IG:

3.1. Conducts inspections to determine mission readiness and sustainment based on functional inspection criterions developed in conjunction with HQ AIA directorates and special staff offices as outlined in attachment 3.

3.2. Conducts inspections as scheduled. AIA/CC may direct an out-of-cycle inspection, or "no-notice" reinspection at any time. Normally, reinspections focus on those areas receiving less than a satisfactory rating.

3.3. When necessary, conducts limited MEIs. Limited MEIs are primarily conducted at detachments and operating locations. The inspection team prepares an inspection report and provides a copy to the parent organizations.

3.4. Provides a unit in-brief to include inspection areas, ratings methodology, team introduction, and schedule.

3.5. Conducts IG and Fraud, Waste, and Abuse (FWA) personal conference periods during inspections, as required.

3.6. Rates the unit using the five-tier grading system (attachment 5).

3.7. Evaluates compliance with Air Force Special Interest Items (SII) and Command Interest Items (CII). SIIs and CIIs identify areas and, or programs of concern Air Force-wide or Agency-wide. The purpose is to determine the extent or impact of known or suspected problem areas, to identify specific deficiencies, or to confirm that a problem area has been solved. However, an SII and CII should not be used to either establish or enforce policy. SIIs and CIIs will be assessed (exceeds, meets or does

not meet standards) on each inspection until expiration and documented in the report. Findings within SIIs and CIIs automatically result in a critical finding.

3.8. Identifies and publishes inspection report to include commendable, higher headquarters findings, critical findings, findings, and field memorandums.

3.8.1. Commendables. Commendables identify exceptional management initiatives that may be adaptable agency-wide or may give other units good ideas to enhance mission accomplishment.

3.8.2. Higher Headquarters Findings. Higher headquarters findings adversely impact or have the potential to adversely impact the mission. These include issues that can only be addressed and, or, resolved at a higher headquarters level. Findings are written in a condition, cause, and impact format. The condition describes what is wrong. The cause is the reason for the problem. The impact is the effect the problem is having on the function or program. HQ AIA/IG recommendations are provided to help correct the cause. AIA/CV tracks higher headquarters findings levied against HQ AIA. The responsible headquarters directorate provides corrective actions. AIA/CV closes the finding when satisfied with corrective actions.

3.8.3. Repeat Findings. Repeat findings are uncorrected findings from a previous inspection. Repeat findings identified during an inspection can be cause for an AIA/CC/IG-directed reinspection. Reinspections are normally accomplished within 180 days.

3.8.4. Critical Findings:

3.8.4.1. Critical findings identify practices that impact, or have the potential to impact, the mission in an adverse manner. Critical findings are written in the same format as higher headquarters findings (see paragraph 3.8.2). HQ AIA/IG recommendations are provided to help correct the cause. Critical findings can result in a reinspection of deficient areas. Findings within CIIs and SIIs automatically result in a critical finding.

3.8.4.2. Critical findings are reported to and tracked by AIA/CC or AIA/CV, with corrective actions taken by responsible headquarters directorates in coordination with the unit and its intermediate headquarters. The directorate finalizes corrective actions, determines an estimated closing date, and reports progress. AIA/CC or AIA/CV closes the item when satisfied with the corrective actions.

3.8.5. Findings. Findings identify practices that have an impact or potential impact on mission effectiveness; however, findings are not generally detrimental to the accomplishment of minimum mission requirements. Findings warrant tracking and accountability by the next higher headquarters to ensure closure. Findings are written in the format described in paragraph 3.8.2. If the problem is identified during a subsequent inspection, it results in a repeat finding.

3.8.6. Field Memorandums. Field memorandums describe a deficiency that can be fixed within the unit and, or, the next logical step in process improvement. If a discrepancy, the impact does not warrant a finding.

3.9. Provides the unit with a hard and softcopy report prior to departure. The Chief of Inspections signs the report and the IG or designated representative approves the report.

3.10. Presents an outbrief prior to departure to include inspection results, ratings, and recognition of professional performers and teams.

3.11. Recognizes exceptional unit personnel and teams through a Professional Performer Program (attachment 8). HQ AIA/IG also:

3.11.1. Screens members to determine those who exceed standards and set a professional example. Duty performance, military bearing, dress and appearance, initiative, and community involvement all contribute to selection. Unit commanders may provide input and will review selections to ensure candidates meet quality force standards. Individuals not personally screened by an IG member will not be considered.

3.11.2. Recognizes exceptional teaming efforts with the Outstanding Team Award. The criterions are listed attachment 8.

3.12. Reviews programs rated marginal or unsatisfactory during the reinspection of a unit rated Marginal or Unsatisfactory to determine if the unit now meets or does not meet standards.

3.13. May direct and, or conduct random weigh-in if individual appears overweight.

4. Followup Activities. HQ AIA/IG:

4.1. Prepares and conducts backbriefs with HQ AIA directorates, special staff offices, and if applicable, wing leadership. Includes inspection results, ratings, commendables, higher headquarters findings, critical findings, findings, and a review of any interest items.

4.2. Maintains, publishes, and distributes (as appropriate) inspection trends on best practices and problem areas.

4.3. Makes inspection reports available to the wing, groups, and centers using the IG Home Page on the classified AIA Web. Ensures an electronic copy is forwarded to SAF/IGI at safigi@pentagon.af.mil. Units having access to the classified AIA Web may download inspection reports from the following address "http://www.iswan.aia.ic.gov/homepage/ig/reports.htm."

NOTE:

The wing, centers, and groups are responsible for ensuring subordinate units have access to inspection reports.

5. Responsibilities. Units subject to inspection:

5.1. Conduct annual self-inspections of functional areas, programs, and management effectiveness. Forward these reports to HQ AIA/IG upon request. The wing, centers, and independent groups determine the specific method of self-inspection for subordinate units.

5.2. Provide HQ AIA/IG with the following information prior to arrival:

5.2.1. A current self-inspection report.

5.2.2. Current organizational charts and rosters of key personnel, including approximate numbers and Air Force specialty codes (AFSC) of personnel assigned to each division, branch, office, workcenter, etcetera. Also forward a list of points of contact (name, office symbol, DSN) for each program listed in attachment 5 and a description of duty and, or responsibilities of the 3- and 4-letter offices. This information should reach IG no later than 45 days prior to inspection.

5.2.3. Duty hours, including shift schedule, if applicable.

5.3. Provide a 30-minute in-brief before the inspection begins, using the guidance in attachment 7, paragraph A7.7.9.

5.4. Accomplish support requirements identified in attachment 7.

5.5. Provide any interest items the unit commander identifies for inspection.

6. **Offices of Primary Responsibility.** The directorates, special staff offices, wing, centers, and groups:

6.1. Annually review the information in AIAI 90-201, attachments 1 through 5, to ensure accuracy and currency. Notify the HQ AIA/IG of any significant changes in regulatory guidance that impact functional or ratings criterions.

6.2. Identify and provide HQ AIA/IG augmentees, as required.

6.3. Participate in inspection prebriefs and back-briefs to provide guidance, specific interest items, and issues, and to discuss inspection plans and results.

6.4. Recommend CIIs to AIA/CC/CV (attachment 6).

PHILIP M. RIEDE,   Lt Col, USAF
Inspector General

Attachment 1

GLOSSARY OF REFERENCES

References

NOTE:

The following list is not all inclusive. Units inspected are responsible for adhering to all guidance directly or indirectly affecting the unit mission. This may include, but is not limited to, Memorandums of Agreement and Understanding, higher headquarters instructions, official interim policy or guidance, and individual unit instructions.

Air Force References:

AFCAT 21-209, Ground Munitions

AFCAT 36-2223, USAF Formal Schools

AFI 10-201, Status of Resources and Training System

AFI 10-204, Participation in the Military Exercise Program

AFI 10-215, Personnel Support for Contingency Operations (PERSCO)

AFI 10-216, Evacuating and Repatriating AF Family Members and Other US Noncombatants

AFI 10-403, Air Force Deployment Planning

AFI 10-601, Mission Needs and Operational Requirements Guidance and Procedures

AFI 10-705, (S) Command and Control Warfare Procedures (U)

AFI 10-707, Spectrum Interference Resolution Program

AFI 10-1101, Operations Security

AFI 11-202, Vol 1,2, and 3, Aircrew Standardization/Evaluation Program Utilization and Administration

AFI 11-401, Flight Management

AFI 11-402, Aviation and Parachutist Service, Aeronautical Rating, and Badges

AFI 14-101, Intelligence Contingency Funds

AFI 14-104, Conduct of Intelligence Activities

AFI 14-201, Intelligence Production and Applications

AFI 14-205, Identifying Requirements For Obtaining and Using Cartographic and Geodetic Products and Services

AFI 14-302, Control, Protection, and Dissemination of Sensitive Compartmented Information

AFI 21-103, Equipment Inventory, Status, and Utilization Reporting

AFI 21-110, Engineering and Technical Services

AFI 21-116, Maintenance Management of Communications Electronics, AIA Sup 1

AFI 21-404, Developing and Maintaining Communications and Computer Systems Installation Records

AFI 24-201, Cargo Movement

AFJMAN 24-204, Preparing Hazardous Materials for Military Air Shipments

AFI 24-301, Vehicle Operations

AFI 25-201, Support Agreements Procedures

AFI 31-101, Vol 1, The Air Force Physical Security Program

AFI 31-207, Arming and Use of Force by Air Force Personnel

AFI 31-210, The Air Force Antiterrorism (AT) Program

AFI 31-401, Managing the Information Security Program

AFI 31-501, Personnel Security Management Program

AFI 31-601, Industrial Security Program Management

AFI 32-1031, Operations Management

AFI 32-1032, Planning and Programming Real Priority Maintenance Projects Using Appropriated Funds (APF)

AFI 32-4001, Disaster Preparedness Planning and Operations

AFI 32-6005, Unaccompanied Housing Management

AFI 32-7061, The Environmental Impact Analysis Process

AFI 33-101, Communications and Information Management Guidance and Responsibilities

AFI 33-102, Command, Control, Communications, Computers, and Intelligence Capabilities Planning Process

AFI 33-103, Requirements Development and Processing

AFI 33-104, Base-Level Planning and Implementation

AFI 33-106, Managing High Frequency Radios, Land Mobile Radios, Cellular Telephones, and the Military Affiliate Radio System

AFI 33-107, Vol 1, SACCS-DTS Software Configuration Management and Change Control

AFI 33-107, Vol 2, SACCS-DTS Network Security Program

AFI 33-108, Compatibility, Interoperability, and Integration of Command, Control, Communications, and Computers (C4) Systems

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AFI 33-112, Computer Systems Management

AFI 33-113, Managing Messaging and Data Processing Centers

AFI 33-114, Software Management

AFI 33-115, Networks Management

AFI 33-116, Long-Haul Telecommunications Management

AFI 33-129, Transmission of Information Via the Internet

AFI 33-203, The Air Force Emission Security

AFI 33-204, Information Protection Security Awareness, Training, and Education (SATE) Program

AFI 33-219, Telecommunications Monitoring and Assessment Program (TMAP)

AFI 33-360, Vol 1, Publications Management Program

AFI 34-241, Meal Card Program

AFI 36-2102, Base-Level Relocation Procedures

AFI 36-2103, Individual Newcomer Treatment and Orientation (INTRO) Program

AFI 36-2110, Assignments

AFI 36-2201, Developing, Managing, and Conducting Training

AFI 36-2232, Maintenance Training

AFI 36-2233, Air Force On-the-Job Training Products for Communications-Electronics Enlisted Specialty Training

AFI 36-2238, Self-Aid and Buddy Care Training

AFI 36-2301, Professional Military Education

AFI 36-2401, Correcting Officer and Enlisted Evaluation Reports

AFI 36-2402, Officer Evaluation System

AFI 36-2403, The Enlisted Evaluation System (EES)

AFI 36-2501, Officer Promotions and Selective Continuation

AFI 36-2502, Airman Promotion Program

AFI 36-2503, Administrative Demotion of Airmen

AFI 36-2601, Air Force Personnel Survey Program

AFI 36-2608, Military Personnel Records Systems

AFI 36-2629, Individual Mobilization Augmentee Management

AFI 36-2803, The Air Force Awards and Decorations Program

AFI 36-2805, Special Trophies and Awards

AFI 36-2845, Annual Outstanding Air Force Information Management Awards

AFI 36-2906, Personal Financial Responsibility

AFI 36-2907, Unfavorable Information File (UIF) Program

AFI 36-2908, Family Care Plans

AFI 36-3003, Military Leave Program

AFI 36-3207, Separating Commissioned Officers

AFI 36-3208, Administrative Separation of Airmen

AFI 37-122, Air Force Records Management Program

AFI 37-128, Administrative Orders (PA)

AFI 37-131, Freedom of Information Act Program

AFI 37-132, Air Force Privacy Act Program

AFI 37-160, Vol 7, The Air Force Publications and Forms Management Programs--Publication Libraries and Sets

AFI 38-101, Air Force Organization

AFI 38-201, Determining Manpower Requirements

AFI 38-205, Managing Wartime and Contingency Manpower

AFI 38-401, The Air Force Innovative Development through Awareness (IDEA) Program

AFI 40-501, The Air Force Fitness Program

AFI 40-502, The Weight Management Program

AFI 48-123, Medical Examinations and Standards

AFI 52-101, Chaplain Service Responsibilities and Procedures

AFI 65-103, Temporary Duty Orders

AFI 65-104, Government Travel Charge Card Program

AFI 65-201, Management Control

AFI 65-301, Audit Reporting Procedures

AFI 65-601, Vol 1, Budget and Guidance Procedures

AFI 65-601, Vol 2, Budget Management for Operations

AFI 90-201, Inspector General Activities

AFI 90-301, Inspector General Complaints

AFI 90-501, Criterions for Air Force Assessments

AFI 91-202, The US Air Force Mishap Prevention Program

AFI 91-204, Safety Investigations and Reports

AFI 91-207, The US Air Force Traffic Safety Program

AFI 91-301, Air Force Occupational and Environmental Safety, Fire Prevention, and Health (AFOSH) Program

AFI 91-213, Operational Risk Management (ORM) Program

AFMAN 99-114, (S) Foreign Material Program (U)

AFMAN 10-401 Vol 1, Operations Plan and Concept Plan Development and Implementation Planning Formats and Guidance

AFMAN 23-110 Vol 2 CD, USAF Supply Manual

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AFMAN 32-4005, Personnel Protection and Attack Actions

AFMAN 33-270, Command, Control, Communications, and Computer (C4) Systems Security Glossary

AFM 36-2622, Vol 1, Personnel Data End User's Manual, and Vol 5, Personnel Concept

AFMAN 36-2247, Planning, Conducting, Administering, and Evaluating Training

AFMAN 37-104, Managing Information to Support the Air Force Mission

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AFMAN 37-127, Air Force Standard Office Symbols

AFMAN 37-139, Records Disposition Schedule

AFMAN 65-604, Appropriation Symbols and Budget Codes (Fiscal Year 1998)

AFMAN 91-201, Explosive Safety Standards

AFPAM 10-417, USAF Deployment Management

AFPAM 36-2404, Guide to the USAF Officer Evaluation System (OES)

AFPAM 36-2677, Airman and NCO Performance Feedback System

AFPD 10-11, Operations Security

AFPD 14-2, Air Force Intelligence Planning and Operations

AFPD 16-8, Arming of Aircrew, Mobility and Overseas Personnel

AFPD 25-2, Support Agreements

AFPD 32-10, Installations and Facilities

AFPD 33-2, Information Protection

AFPD 36-24, Military Evaluations

AFPD 36-28, Awards and Decorations Programs

AFPD 36-29, Military Standards

AFPD 38-4, The Air force Innovative Development through Employee Awareness (IDEA) Program

AFPD 40-5, Fitness and Weight Management

AFPD 52-1, Chaplain Service

AFPD 65-2, Management Control Program

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AFPD 90-5, Quality Air Force

AFSSI 5020, Remanance Security

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AFSSM 5023, Viruses and Forms of Malicious Logic

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Air Intelligence Agency References:

AIADIR 33-302 (C), Air Intelligence Agency Subordinate and Supported Activity Address Directory (U)

AIAI 10-206, Pyramid Notification System and the Use of AF Form 49, Report of Recall

AIAI 10-401, Units Plans Program

AIAI 14-101, Intelligence Oversight Program

AIAI 14-104, Signals Intelligence Analysis and Reporting Program Management

AIAI 14-110, Tactical Information Broadcast Service

AIAI 14-105, CRITIC Program Management

AIAI 23-101, Materiel Management

AIAI 23-201, Vol 4, Material Management and AIA Equipment Management

AIAI 25-201, Developing and Maintaining Memorandums of Agreement

AIAI 32-2001, Fire Prevention and Protection

AIAI 33-104, Base-Level Planning and Implementation

AIAI 33-106, Air Intelligence Agency Configuration Management

AIAI 33-110, AIA Electronic Compatibility Management Program

AIAI 33-111, Preferred Hardware and Software Architecture

AIAI 33-202, Telecommunications Monitoring and Assessment Program (TMAP)

AIAI 36-2801, SENSOR OLYMPICS Program

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AIAPAM 23-204, Maintenance Manpower Management and Position Equipment Table (M3S/PET)

AIAPAM 33-303, Communications and Information Process Review Guide

AIAPAM 91-101, Safety, Program Management

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AIA Sup 1 to AFI 10-201, Status of Resource and Training System

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67 IWI 14-103, Threat Warning Program

67 IWI 11-102, Airborne Reconnaissance Program

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67 IWI 14-101, Tactical Information Broadcast Service

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DCID 1/7, Security Controls on the Dissemination of Intelligence Information

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DCID 1/11, Community Counterintelligence and Security Countermeasures Office

DCID 1/14, Minimum Personnel Security Standards and Procedures Governing Eligibility for Access to Sensitive Compartmented Information

DCID 1/16, Security Policy for Uniform Protection of Intelligence Processed in Automated Information System and Networks

DCID 1/19, Director of Central Intelligence Directive Security Policy for SCI

DCID 1/20, Security Policy Concerning Travel and Assignment of Personnel with Access to SCI

DCID 1/21, Physical Security Standards for Sensitive Compartmented Information Facilities (SCIF)

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DIAM 50-5, Vol 1, Sensitive Compartmented Information (SCI) Contractor Administrative Security

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DISAC 310-65-1, Circuit & Trunk File Data Elements & Codes Manual of the DCS

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DoD O-2000.12-H, Protection of DoD Personnel and Activities Against Acts of Terrorism and Political Turbulence

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DoD-0000-151C-95, Department of Defense Intelligence Production Program: Production Procedures

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DoD 5100.76-M, Deployment Planning

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DoDR 5200.2, DoD Personnel Security Program

DoDR 5220.22, DoD Industrial Security Regulation

DoDR 5200.33, Defense Courier Service Regulation

DoDR 5240.1, Procedures Governing the Activities of DoD Intelligence Components that Affect United States Persons

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NSA DOI 103, Defense Special Security Communications Systems Operating Instruction System/Data Procedures

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M57-5-3, DoD Imagery Processing Standards for Processing and Interpretation Centers (PIC)

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M58-8, Measurement and Signature Intelligence (MASINT)

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Other References:

ACP 121, Communications Instruction-General

Base OPlan 32-1, Base Disaster Preparedness Plans

CJCSI 3210.01, Joint Information Operations Policy

CJCSI 3250.03, Protective Measures for Sensitive Airborne and Maritime Surface Reconnaissance Operations

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29 CFR 1926, Department of Labor, Code of Federal Requirements, Construction

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TO 00-20-1, Aerospace Equipment Maintenance General Policies and Procedures

TO 00-20-2, Maintenance Data Documentation

TO 00-20-3, Maintenance Processing of Reparable Property and the Repair Cycle Asset Control System

TO 00-20-5, Aerospace Vehicle Inspection and Documentation

TO 00-20-6, Inspection System, Documentation, and Status Reporting for Ground-Launched Missiles and their Trainers, SE, and Ground GE Equipment

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TO 00-25-108, Communications-Electronics Depot Support

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TO 00-35D-2, Electronic Set Inventory Checklists

TO 00-35D-54, USAF Deficiency Reporting and Investigating System

TO 00-20-14, Air Force Metrology and Calibration Program

TO 33-1-27, Logistics Support of Test Measurement and Diagnostic Equipment

Attachment 2

TIER ORGANIZATIONAL STRUCTURE

Table A2.1. Tier Organizational Structure.

Tier	I	II	III	IV
Role	Wartime and Contingency	Support	HQ and Oversight	Joint and Multiservice
Definition	Units whose mission consists primarily of wartime and/ or contingency tasking or who are OPCON to a MAJ-COM.	Units that provide direct technical support to other organizations.	Units that provide direct management support, oversight, or planning and programming functions, or provide manpower for joint and, or, multiservice intelligence organizations.	Multiservice elements requiring inspection teams from other services and, or, agencies within DoD.
Inspection Cycle	18-24 Months	24-36 Months	24-36 Months	24-36 Months
Affected Units	10 IS Langley AFB 18 IS Falcon AS 25 IS Hurlburt Fld 48 IS Beale AFB 68 IS Brooks AFB 94 IS Ft Meade 97 IS Offutt AFB 303 IS Osan AB 381 IS Elmendorf 390 IS Kadena AB 426 IS Vogelweh 488 IS Mildenhall	AFIWC Kelly AFB *AFTAC Patrick NAIC WPAFB 480 IG Langley AFB 27 IS Langley AFB 36 IS Langley AFB 20 IS Offutt AFB 315 IS Yokota AB	67 IW Kelly AFB 26 IG Ramstein AB 67 IG Kelly AFB 692 IG Hickam AFB 497 IG Bolling AFB 543 IG Medina Annex 544 IG Peterson AFB AFCO Ft Meade 694 IG Ft. Meade 22 IS Ft Meade 29 IS Ft Meade 32 IS Ft Meade 39 IS Hurlburt FL 91 IS Ft Meade 31 IS Ft Gordon 93 IS Medina 301 IS Misawa 324 IS Wheeler 402 IS Bad Aibling 451 IS Harrogate 485 IS Mainz-Kastel 566 OSS Buckley 668 LS Kelly AFB 690 CSS Kelly AFB 690 IOG Kelly AFB 690 IOS Kelly AFB 690 ISS Kelly AFB	GRSOC Ft Gordon KRSOC Kunia MCOC Misawa MRSOC Medina Bad Aibling Station Buckley ANGB Mainz-Kastel Alice Springs Harrogate

NOTE:

Detachments and operating locations are normally inspected when geographically located near, or enroute to, one of the inspections above, or when requested by AIA/CC/IG.

*Administratively supported by AIA.

Attachment 3

FUNCTIONAL INSPECTION CRITERIONS

NOTE: Areas and Programs. The following section contains areas and programs that are the focus of the IG team during inspections. It identifies programs that will be evaluated either as they are aligned in the inspected unit or in accordance with attachment 5. Certain programs may not apply to all units due to the diversity of organizational structures and missions.

An asterisk (*) denotes a critical program or area.

A3.1. General Information:

A3.1.1. Functional Inspection Guides. All applicable areas and programs in the organization are inspected using the criterions outlined below. Inspectors use functional inspection guides developed by HQ AIA directorate staffs, governing directives, their functional expertise, and criterions published in this attachment to arrive at inspection ratings. Critical programs (for example, Analysis and Reporting) are considered essential elements of a specific functional area (for example, Operations). They are designated with an asterisk and carry more weight than noncritical programs when determining ratings. Evaluation items (for example, Advisory Support) within programs may be considered essential elements of a particular program and may also be identified by an asterisk as critical. Ratings are further defined in attachment 5.

A3.1.2. Annual Review. HQ AIA functional offices of primary responsibility will conduct annual reviews of this attachment to ensure accuracy and currency of the requirements. Revisions will be published accordingly.

A3.2. Area. Commander Programs:

A3.2.1. *Safety:

A3.2.1.1. Policy and Guidance Directives. AFI 48-123, AFI 91-202, AFI 91-204, AFI 91-207, AFI 91-301, AFI 91-213, AFMAN 91-201, AFOSH Standards 127, 91 and 48 series, 29 CFR 1910, 29 CFR 1926, National Fire Protection Association (NFPA), National Electric Code (NEC).

A3.2.1.2. *Ground Safety Evaluation Items:

A3.2.1.2.1. Safety Inspection and Documentation.

A3.2.1.2.2. Hazard Reporting and Abatement.

A3.2.1.2.3. Mishap Investigation and Reporting.

A3.2.1.2.4. Guidance, Training, and Documentation.

A3.2.1.2.5. Publication Management.

A3.2.1.2.6. Facility (Housekeeping) Standards.

A3.2.1.2.7. Use, Storage, and Condition of Personal Protection Equipment (PPE).

A3.2.1.2.8. Ancillary Training/Certification Programs; for example, Confined Space Entry, Lock-Out/Tag-Out, HAZCOM, Blood-borne Pathogen, Antenna Maintenance, Power Actuated Equipment, etcetera.

A3.2.1.3. *Flight Safety Evaluation Items:

A3.2.1.3.1. Guidance, Training, and Documentation.

A3.2.1.3.2. Mishap and Hazard Reporting.

A3.2.1.3.3. Medical Standards/Requirements.

A3.2.1.3.4. Host Tenant Support.

A3.2.1.4. *Environmental Management Evaluation Items:

A3.2.1.4.1. Host Tenant Support.

A3.2.1.4.2. Procurement, Storage, and Disposal.

A3.2.1.4.3. Guidance, Training, and Documentation.

A3.2.1.5. *Fire Protection and Prevention Evaluation Items:

A3.2.1.5.1. Host Tenant Support.

A3.2.1.5.2. Guidance, Training, and Documentation.

A3.2.1.5.3. Facility and Equipment Inspections.

A3.2.1.6. *Explosives Safety Evaluation Items:

A3.2.1.6.1. Guidance, Training, and Documentation.

A3.2.1.6.2. Mishap Investigation and Reporting.

A3.2.1.6.3. Safety Inspections and Documentation.

A3.2.1.6.4. Facility Licensing, Storage, Requirements.

A3.2.1.6.5. Host Tenant Support.

A3.2.2. *Security:

A3.2.2.1. Policy and Guidance Directives. DoD O-2000.12-H, DoD S-5105.21-M-1, DoD TS 5105.21 (M-2), DoD TS 5105.21 (M-3), DoD 5200.1-R, DoD 5200.2-R, DoD 5220.22-R, DIAM 50-5, Vol 1, DCID 1/2, DCID 1/7, DCID 1/10, DCID 1/11, DCID 1/14, DCID 1/16, DCID 1/19, DCID 1/20, DCID 1/21, DCID 1/22, USAFINTEL 201-1, AFI 14-104, AFI 14-302, AFI 31-101, Vol 1, AFI 31-210, AFI 31-401, AFI 31-501, AFI 31-601, AFPD 14-3, AFMAN 14-304, NSA/ CSSM 123-2, USSID 505.

A3.2.2.2. *Information Security Evaluation Items:

A3.2.2.2.1. *Classification Management.

A3.2.2.2.2. *Security Inspections.

A3.2.2.2.3. *Security Training, Education and Motivation (STEM).

A3.2.2.2.4. Storage and Safeguarding.

A3.2.2.2.5. Security Incidents/Violation.

A3.2.2.2.6. Special Program Management (Top Secret, NATO, CNWDI, etcetera).

A3.2.2.2.7. Emergency Action Planning.

A3.2.2.2.8. Courier Procedures.

A3.2.2.3. Personnel Security Evaluation Items:

A3.2.2.3.1. *Investigations/Reinvestigations.

A3.2.2.3.2. *Clearance Eligibility/Indoctrination/Debrief/Transfer-In-Status.

A3.2.2.3.3. *Derogatory Reporting/Security Information Files/Discharge For Cause.

A3.2.2.3.4. *Access Certification.

A3.2.2.3.5. Change in Personal Status.

A3.2.2.3.6. Foreign Travel.

A3.2.2.4. Physical Security Evaluation Items:

A3.2.2.4.1. *Sensitive Compartmented Information Facility Accreditation Management.

A3.2.2.4.2. *Issue, Control, and Accountability of entry credentials.

A3.2.2.4.3. *Alarm Management.

A3.2.2.4.4. Support Agreements.

A3.2.2.4.5. Antiterrorism.

A3.2.2.4.6. TEMPEST/Emission Security.

A3.2.2.4.7. Resource Protection.

A3.2.2.4.8. Explosive Management (Overseas Emergency Destruction Devices).

A3.2.2.5. Industrial Security Evaluation Items:

A3.2.2.5.1. *Security Reviews.

A3.2.2.5.2. Classified Contract Management.

A3.2.2.5.3. SCI Contract Management.

A3.2.2.5.4. Issuing Security Classification Guidance.

A3.2.2.5.5. Contractor Visitor Control Policy.

A3.2.3. Intelligence Oversight (IO).

A3.2.3.1. Policy and Guidance Directives: EO 12333, DoD 5240.1-R, AFI 14-104, AFR 123-3, AIAI 14-101.

A3.2.3.2. *Training Evaluation Items:

A3.2.3.2.1. Initial Training.

A3.2.3.2.2. Recurring Training.

A3.2.3.2.3. Training Documentation.

A3.2.3.3. *IO Monitor and Alternate Identification.

A3.2.3.4. *Reporting Procedures.

A3.2.4. Operations Security (OPSEC).

A3.2.4.1. Policy and Guidance Directives: AFPD 10-11, AFI 10-1101.

A3.2.4.2. *Training Evaluation Items:

A3.2.4.2.1. Initial Training.

A3.2.4.2.2. Recurring Training.

A3.2.4.2.3. Training Documentation.

A3.2.4.3. *OPSEC Monitor and Alternate Identification.

A3.2.5. Personnel Support:

A3.2.5.1. Policy and Guidance Directives. AFI 34-402, AFI 36-2102, AFI 36-2103, AFI 36-2110, AFI 36-2301, AFI 36-2401, AFI 36-2402, AFI 36-2403, AFPAM 36-2404, AFI 36-2501, AFI 36-2502, AFI 36-2503, AFI 36-2601, AFI 36-2608, AFM 36-2622 V1 & V5, AFI 36-2629, AFI 36-2803, AFI 36-2805, AFI 36-2906, AFI 36-2907, AFI 36-3003, AFI 36-3207, AFI 36-3208, AFI 40-502, AFM 36-2622, Vol 1 and Vol 5, AFPD 36-24, AFPD 36-28, AFPD 36-29.

A3.2.5.2. Personnel Program Management Evaluation Items:

A3.2.5.2.1. Awards and Decorations.

A3.2.5.2.2. Evaluations.

A3.2.5.2.3. Recognition Programs.

A3.2.5.2.4. Force Accountability:

A3.2.5.2.4.1. Individualized Newcomer Treatment and Orientation (INTRO).

A3.2.5.2.4.2. In and Out Processing Program.

A3.2.5.2.4.3. Military Leave Program.

A3.2.5.2.4.4. Quality Force Actions.

A3.2.5.2.4.5. Duty Status Reporting.

A3.2.5.3. Weight Management and Fitness Program:

A3.2.5.3.1. Leadership Involvement.

A3.2.5.3.2. Weight Management Program Case Files.

A3.2.5.3.3. Equipment Maintenance.

A3.2.5.3.4. Exercise Programs.

A3.2.5.3.5. Documentation Review.

A3.2.5.4. Program. Family Care Plans:

A3.2.5.4.1. Commander, First Sergeant, and Supervisor Involvement.

A3.2.5.4.2. Process Procedures.

A3.2.5.4.3. Form Requirements and Documentation.

A3.2.5.4.4. Recertifications and Annual Briefings.

A3.2.5.5. Dormitory Management:

A3.2.5.5.1. Commander and First Sergeant Involvement.

A3.2.5.5.2. Unit and Consolidated Management Concepts.

A3.2.5.5.3. Quarterly Improvement Committee Involvement.

A3.2.5.5.4. Inspection (Housekeeping) Standards and Documentation.

A3.2.6. *Developing, Managing, and Conducting Training:

A3.2.6.1. Policy and Guidance Directives: AFI 36-2201, AFCAT 36-2223, Chapter 13.2., AFM 36-2247, CFETPs.

A3.2.6.2. Commander Involvement:

A3.2.6.2.1. Importance of Training.

A3.2.6.2.2. Plan, Schedule, and Evaluate.

A3.2.6.2.3. Trainers and, or Certifiers.

A3.2.6.3. Unit Training Management:

A3.2.6.3.1. OJT Policy and Guidance.

A3.2.6.3.2. Perform OJT.

A3.2.6.3.3. Air Force Training Course.

A3.2.6.3.4. CDC Program.

A3.2.6.3.5. CFETPs, STS, AFJQS, and instructions.

A3.2.6.3.6. Formal Assessment.

A3.2.6.3.7. Informal Assessment.

A3.2.6.3.8. Plan, Schedule, and Evaluate.

A3.2.6.4. Supervisory Involvement:

A3.2.6.4.1. Initial Evaluations.

A3.2.6.4.2. Master Task Listing.

A3.2.6.4.3. *Qualification Training, Transition Training, Skill Level Upgrade Training.

A3.2.6.4.4. *CDC Program.

A3.2.6.4.5. AF Forms 623 or Approved Training Records.

A3.2.6.5. Trainee Progression:

A3.2.6.5.1. CFETP Tasks and Career Path.

A3.2.6.5.2. Training.

A3.2.6.6. Ancillary Training:

A3.2.6.6.1. *Ancillary Training Requirements.

A3.2.6.6.2. Documentation of Ancillary Training.

A3.2.7. Financial Management:

A3.2.7.1. Policy and Guidance Directives:

A3.2.7.2. Oversight Evaluation Items:

A3.2.7.2.1. Audit Reporting Procedures.

A3.2.7.2.2. TDY Orders Processing.

A3.2.7.2.3. Management Control Program.

A3.2.7.2.4. Financial Management Support Agreements.

A3.2.7.2.5. Government Travel Card Program.

A3.2.7.2.6. Intelligence Contingency Funds (if applicable).

A3.2.7.2.7. Triannual Reviews.

A3.2.7.2.8. NULO and Problem Disbursements

A3.2.7.3. Program Development Evaluation Items.

A3.2.7.3.1. Financial Plan.

A3.2.7.4. Program Execution Evaluation:

A3.2.7.4.1. Initial Distribution.

A3.2.7.4.2. Program Analysis.

A3.2.7.4.3. Unfunded Requirements.

A3.2.7.4.4. Financial Working Group and Financial Management Board Meetings.

A3.2.7.4.5. Commitments and Obligations.

A3.2.7.4.6. System Products (accounting and supply).

A3.2.7.4.7. Close Out.

A3.2.7.4.8. Funds Control Procedures.

A3.2.7.5. Program Management Evaluation Items:

A3.2.7.5.1. Resource Management Systems Training.

A3.2.7.5.2. Continuity Folders.

A3.2.7.5.3. DFAS and Accounting Liaison Relationships.

A3.2.7.5.4. Host FM Relationships.

A3.2.7.5.5. Career

A3.2.8. Civil Engineering and Facility Management:

A3.2.8.1. Policy and Guidance Directives:

A3.2.8.1.1. Programs and Engineering.

A3.2.8.1.2. Engineering Operations.

A3.2.8.1.3. Environmental Engineering.

A3.2.9. Inspector General and Complaints Program (Group, Center, Wing):

A3.2.9.1. Policy and Guidance Directives AFPD 90-3, AFI 90-301.

A3.2.9.2. *Appointment Evaluation Items:

A3.2.9.3. *Program Visibility and, or Publicity:

A3.2.9.3.1. IG Point of Contact.

A3.2.9.3.2. 24-Hour Hotline.

A3.2.9.3.3. Education.

A3.2.9.4. *IG and the Fraud, Waste and Abuse Program Administration Evaluation Items (groups and above only):

A3.2.9.4.1. Operating Instructions and Procedures.

A3.2.9.4.2. Responsive Complaint System.

A3.2.9.4.3. Review, Inquiry, and Investigation Procedures and Processing.

A3.2.9.4.4. Complaints Log.

A3.2.9.4.5. Complaints Records.

A3.2.9.4.6. Conference Periods.

A3.2.9.4.7. Oversight to Subordinate Units.

A3.2.10. Manpower and Organization:

A3.2.10.1. Policy and Guidance Directives: AFI 38-202, AFI 38-101, AFI 38-201, AFM 37-127, AIAI 90-201, and 67IWI 38-201.

A3.2.10.1.1. Manpower.

A3.2.10.1.2. Organization.

A3.2.10.1.3. Corporate Process.

A3.2.10.1.4. Program Management.

A3.2.11. Chaplain Programs:

A3.2.11.1. Policy and Guidance Directives: AFPD 52-1 and AFI 52-101.

A3.2.11.1.1. Mission.

A3.2.11.1.2. Clearances.

A3.2.11.1.3. Unit Ministry.

A3.2.12. Military Personnel Flight:

A3.2.12.1. Policy and Guidance Directives: AFI 10-215, 10-217, 36-2101, 36-2102, 36-2103, 36-2104, 36-2201, 36-2401, 36-2110, 36-2201, 36-2401, 36-2402, 36-2403, 36-2501, 36-2502, 36-2604, 36-2605, 36-2606, 36-2608, 36-2610, 36-2626, 36-2803, 36-2907, 36-3001, 36-3002, 36-3006, 36-3008, 36-3017, 36-3202, 36-3203, 36-3204, 36-3205, 36-3206, 36-3207, 36-3208,

and 40-502; AFMAN 36-2622, Chapter 1, Table 1.8 and Vol 1, Chapter 6; and VA Handbook 29-75-1.

A3.2.12.1.1. Military Personnel Flight Management.

A3.2.12.1.2. Customer Support Section.

A3.2.12.1.2.1. Career Enhancement Element.

A3.2.12.1.2.2. Customer Service Element.

A3.2.12.1.3. Personnel Relocations and Employment Section.

A3.2.12.1.3.1. Personnel Relocations Element.

A3.2.12.1.3.2. Personnel Employment Element.

A3.2.12.1.4. Personnel Systems and Readiness Section.

A3.2.12.1.4.1. Personnel Systems Management.

A3.2.12.1.4.2. Personnel Readiness Unit.

A3.2.12.1.4.3. Reserve Forces.

A3.2.12.1.4.3.1. Base Individual Mobilization Augmentee Administrator.

A3.2.12.1.4.3.2. Individual Mobilization Augmentee Support.

A3.2.13. Services:

A3.2.13.1. Policy and Guidance Directives: AFI 34-137, 34-401, and 48-116; AFMAN 34-405 and 64-108; and AFRESR 146-1.

A3.2.13.1.1. Enlisted Dining Facility.

A3.2.13.1.2. Fitness Center.

A3.2.14. Judge Advocate General:

A3.2.14.1. Policy and Guidance Directives: AFM 51-203, and AFIs 51-102, 51-201, 51-202, 51-401, 51-502, 51-504, and 51-801.

A3.2.14.1.1. Civil Law.

A3.2.14.1.2. Claims.

A3.2.14.1.3. Military Justice.

A3.2.14.1.4. Administration.

A3.2.14.1.5. Leadership and Management.

A3.3. Area. Communications and Information:

A3.3.1. Communications Support:

A3.3.1.1. Policy and Guidance Directives: AFPD 33-1, AFPD 33-2, AFI 33-101, AFI 33-106, AFI 33-111, AFI 33-112, AFI 33-115v1, AFI 33-129, AFI 33-202, AFI 33-203, AFDIR 33-121, AFI 36-2201, AIAI 33-108, and AIAP 33-303.

A3.3.1.2. Communications Support Items:

A3.3.1.2.1. *Equipment Control Responsibilities. (AFI 33-112)

A3.3.1.2.2. *Workgroup Administration Utilization. (AFIs 33-115v1, 33-202)

A3.3.1.2.3. Emissions Security. (AFI 33-203)

A3.3.1.2.4. Circuit Actions Management. (groups and wings) (AIAI 33-108)

A3.3.1.2.5. Utilization of Personnel.

A3.3.1.2.6. Contingency Plans.

A3.3.1.2.7. Web Page Management. (AFI 33-129)

A3.3.1.2.8. Telephone Control Officer Responsibilities. (AFIs 33-106, 33-111)

A3.3.1.2.9. Training and Use of Computer-Based Training. (AFI 36-2201)

A3.3.1.2.10. Self-Assessment Program. (AIAP 33-303)

A3.3.2. *Communications Computer Systems:

A3.3.2.1. Policy and Guidance Directives: DISAC 300-175-9, DISAC 310-65-1, DISAC 310-130-1, DCID 1/16, DIAM 50-4, NSA/CSS COI 101, NSA/CSS COI 104, NSA/CSS DOI 103, ACP 121 US Sup 1, AFPD 33-1, AFPD 33-2, AFI 33-108, AFI 33-112, AFI 33-113 and AIA Sup 1, AFI 33-115v1, AFI 33-116, AFI 33-119 and AIA Sup 1, AFI 33-127, AFI 33-129, AFI 33-202, AFI 33-223, AFI 33-230, AFMAN 33-128, AFSSI 5027, AFSSM 5023, AIA 33-108, and JDCSCISSS.

A3.3.2.2. Network Operations Evaluation Items:

A3.3.2.2.1. *Information Protection and AFCERT Alerts. (JDCSCISSS, AFI 33-202)

A3.3.2.2.2. *Network Administrator Training. (AFI 33-115v1)

A3.3.2.2.3. *Password Management. (JDCSCISSS, AFI 33-115v1)

A3.3.2.2.4. *Commercial Connectivity with the Internet. (AFI 33-129)

A3.3.2.2.5. *Virus Protection. (JDCSCISSS, AFI 33-202, AFSSM 5203)

A3.3.2.2.6. Help Desk. (AFI 33-115v1)

A3.3.2.2.7. Network Administration. (AFI 33-115v1)

A3.3.2.2.8. Documentation. (JDCSCISSS, AFI 33-115v1)

A3.3.2.2.9. E-mail. (AFI 33-119 and AIA Sup 1)

A3.3.2.2.10. Service Level Agreements. (AFI 33-115v1)

A3.3.2.2.11. Hardware and, or Software vulnerability patching. (AFI 33-202)

A3.3.2.3. Communications Center Evaluation Items:

A3.3.2.3.1. *CRITIC Notification. (DOI 103, ACP 121 US Sup 1, AFI 33-113 Sup 1)

A3.3.2.3.2. *Message Management. (AFI 33-113)

A3.3.2.3.3. *AIG and, or DAG Management. (AFI 33-113)

A3.3.2.3.4. Traffic Analysis Management. (AFI 33-113)

A3.3.2.3.5. Service Message Management. (AFI 33-113)

A3.3.2.3.6. Tape Library. (AFI 33-113)

A3.3.2.3.7. Publications and Operating Instructions. (AFI 33-113)

A3.3.2.4. System Control Evaluation Items:

A3.3.2.4.1. *Reporting. (DISAC 310-55-1)

A3.3.2.4.2. *Circuit History Folders. (DISAC 310-70-1)

A3.3.2.4.3. Publications and Operating Instructions. (DISAC 310-70-1, COI 104)

A3.3.2.4.4. Documentation. (DISAC 310-70-1, COI 104)

A3.3.3. Information Management:

A3.3.3.1. Policy and Guidance Directives. AFI 31-401, AFI 36-2845, AFI 37-122, AFI 37-128 and AIA Sup 1, AFI 37-131 and AIA Sup 1, AFI 37-160 Vol 1, AFI 37-160 Vol 7, AFI 37-160 Vol 8 and AIA Sup 1, AFMAN 37-104, AFMAN 37-126 and AIA Sup 1, AFMAN 37-139, AIAD 37-135, DoD S5105.21-M-1, DoDM 4525.6 Vol 1, DoDM 4525.8M, DoDD 5200.33R, AIAP 37-102, USAFINTEL 201-1, DCS Users Manual, USSID 505, Annex A, DIA Compartmented Address Book.

A3.3.3.2. Administrative Communications Evaluation Items:

A3.3.3.2.1. Processing Defense Courier Service (DCS) Material. (AFI 31-401)

A3.3.3.2.2. Processing Unclassified and Accountable Mail. (DODM 4525.8M)

A3.3.3.2.3. Managing Administrative Orders. (AFI 33-328)

A3.3.3.3. *Records Evaluation Items:

A3.3.3.3.1. Creation, Maintenance, and Disposition of Records. (AFI 37-123)

A3.3.3.3.2. Privacy Act (PA) Program. (AFI 37-132)

A3.3.3.3.3. Freedom of Information Act (FOIA) Program. (AFI 37-131)

A3.3.3.3.4. Records Training. (AFI 37-122)

A3.3.3.4. Publishing Evaluation Items:

A3.3.3.4.1. Publications Management. (AFI 33-360, Vol 1)

A3.3.3.4.2. Unit Customer Account Representative (CAR). (AFI 37-161)

A3.3.3.4.3. Forms Management. (AFI 37-160, Vol 8)

A3.3.4. *Computer Security (COMPUSEC) and Security Awareness, Training, and Educa- tion (SATE).

A3.3.4.1. Policy and Guidance Directives: DCIS 1/16, AFI 33-114 AFI 33-115v1, AFI 33-202, AFI 33-204, AFI 33-205, AFI 33-223, AFI 33-230, AFSSI 5013, AFSSI 5020, AFSSI 5021, AFSSI 5024v1, AFSSI 5027, AFSSM 5023 and JDCSCISSS.

A3.3.4.2. *COMPUSEC and SATE Evaluation items:

A3.3.4.2.1. *Accreditation. (JDCSCISSS, AFSSI 5024v1, AFI 33-202)

A3.3.4.2.1.1. Access Rosters. (JDCSCISSS)

A3.3.4.2.1.2. Commercial Software Tracking and Licensing.(AFI 33-114, JDCSCISSS)

A3.3.4.2.1.3. Warning Banners and Classification Labels. (JDCSCISSS, AFI 33-202)

A3.3.4.2.1.4. Documentation. (JDCSCISSS, AFSSI 5024v1, AFI 33-202)

A3.3.4.2.2. Media Control. (JDCSCISSS, AFI 33-114, 33-202)

A3.3.4.2.2.1. Markings and Classification Labels (JDCSCISSS, AFI 33-202)

A3.3.4.2.2.2. Policy (JDCSCISSS, AFI 33-114))

A3.3.4.2.2.3. Control and Accountability (JDCSCISSS)

A3.3.4.2.3. Audit Trails. (JDCSCISSS, AFI 33-202)

A3.3.4.2.4. Vulnerability Reporting. (JDCSCISSS, AFI 33-202, AFSSI 5021)

A3.3.4.2.5. Declassification and Destruction (JDCSCISSS, AFI 33-202, AFSSI 5020)

A3.3.4.2.6. SATE: (JDCSCISSS, AFI 33-202, AFI 33-204)

A3.3.4.2.6.1. *Intro Training.

A3.3.4.2.6.2. *Recurring Training.

A3.3.4.2.6.3. *Annual Computer Security Day.

A3.3.4.2.6.4. STEM Council Involvement.

A3.3.4.2.6.5. Host, Base, and Higher Headquarters Relationship.

A3.3.5. Program Management and Requirements Processing:

A3.3.5.1. Policy and Guidance Directives: AFPD 33-1, AFPD 33-2, AFI 33-102, AFI 33-103, AFI 33-104, and AIAI 33-106.

A3.3.5.2. Program Management Evaluation Items:

A3.3.5.2.1. Program Documentation. (AFI 33-108)

A3.3.5.2.2. Allied Support. (AFI 33-108)

A3.3.5.2.3. *Project Timeline. (AFI 33-108)

A3.3.5.2.4. *Program Funds. (AFI 33-108)

A3.3.5.3. Requirements Processing Evaluation Items:

A3.3.5.3.1. Documentation. (AFI 33-103, 33-104, 33-108, AIAI 33-106)

A3.3.5.3.2. *Technical Evaluations. (AFI 33-104, 33-108)

A3.3.5.3.3. *Configuration and Integration. (AFI 33-103, 33-104, 33-108, AIAI 33-106)

A3.3.6. Visual Information:

A3.3.6.1. Policy and Guidance Directives: AFI 33-117 and AFI 33-117, IC 99-1.

A3.3.6.2. Visual Information Evaluation Items:

A3.3.6.2.1. Requirements Validation. (AFI 33-117)

A3.3.6.2.2. Prioritization of Work Orders. (AFI 33-117)

A3.3.6.2.3. Training. (AFI 33-117)

A3.3.6.2.4. Self-Help Instructions. (AFI 33-117)

A3.3.6.2.5. Emphasis on Preventing Fraud, Waste & Abuse. (AFI 33-117)

A3.3.6.2.6. Copyright Restrictions. (AFI 33-117)

A3.3.6.2.7. Video Teleconferencing. (IC 99-1)

A3.3.7. Software Development:

A3.3.7.1. Policy and Guidance Directives: AFI 33-108, AFI 33-110, AFI 33-114, AIAI 33-106.

A3.3.7.2. Software Development Evaluation Items:

A3.3.7.2.1. *Requirements Definition and Analysis. (AFI 33-114)

A3.3.7.2.2. *Configuration Management. (AFI 33-114, AIAI 33-106)

A3.3.7.2.3. *Cost Benefit Analysis. (AFI 33-114)

A3.3.7.2.4. Process Improvement and Oversight. (AFI 33-114)

A3.3.7.2.5. Interoperability. (AFI 33-108, 33-110, 33-114)

A3.3.7.2.6. Development Activities. (AFI 33-114)

A3.4. Area. Logistics:

A3.4.1. Policy and Guidance Directives: DoDD 3222.3, AF Sup 1, DoDI 4000.19, USSID 24, AFI 10-403, AIA Sup 1, AFI 11-401, AFI 11-402, AFI 11-408, AFI 21-110, AFI 21-116, AFMAN 23-110, Vol 2CD, AFI 25-201, AFI 36-2232, AFI 36-2233, AIA Sup 1, AIAMAN 23-110, Vol 4, AIAI 33-104, TO 00-5-3, Local Operating Instructions, Logistics Support Plans.

A3.4.1.1. Maintenance Management:

A3.4.1.2. *Maintenance Effectiveness and Efficiency.

A3.4.1.3. Performance Indicator Summary.

A3.4.1.4. Logistics Operating Instructions.

A3.4.1.5. Airborne Mission Support.

A3.4.1.6. Mobile Mission Support.

A3.4.2. Category 1 Maintenance Activity:

A3.4.2.1. Policy and Guidance Directives: DoDD 3222.3, AF Sup 1, DoDI 4000.19, USSID 24, AFI 10-403, AIA Sup 1, AFI 11-401, AFI 11-402, AFI 11-408, AFI 21-110, AFI 21-116, AFMAN 23-110, Vol 2CD, AFI 25-201, AFI 36-2232, AFI 36-2233, AIA Sup 1, AIAMAN 23-110, Vol 4, AIAI 33-104, TO 00-5-3, Local Operating Instructions, Logistics Support Plans.

A3.4.2.2. *Maintenance Control Evaluation Items:

A3.4.2.2.1. *Control of Maintenance.

A3.4.2.2.2. Equipment and, or System Status Tracking and Reporting.

A3.4.2.2.3. *Training Program.

A3.4.2.2.4. Maintenance Planning.

A3.4.2.2.5. Maintenance Systems Analysis.

A3.4.2.2.6. Vehicle Control.

A3.4.2.3. * Maintenance Workcenters Evaluation Items:

A3.4.2.3.1. *Training Management.

A3.4.2.3.2. *Maintenance Production.

A3.4.2.3.3. *Control of Maintenance.

A3.4.2.3.4. Supply Management.

A3.4.2.3.5. Technical Library Management.

A3.4.2.3.6. Equipment Records.

A3.4.2.3.7. TMDE Management.

A3.4.2.4. Maintenance Aircrew Standardization and Evaluation (97 IS only) Evaluation Items:

A3.4.2.4.1. *Aircrew Training.

A3.4.2.4.2. *Evaluation Procedures.

A3.4.2.4.3. Maintenance Standardization and Evaluation (MSEP) Review Panel.

A3.4.2.4.4. Special Standardization and Evaluation Review Panel.

A3.4.2.5. * Maintenance Support Evaluation Items:

A3.4.2.5.1. *MSEP Program.

A3.4.2.5.2. Departmental and Technical Publications.

A3.4.2.5.3. Reliability and Maintainability.

A3.4.2.5.4. Self-Sufficiency.

A3.4.2.5.5. *Training Support.

A3.4.2.5.6. Modification Programs.

A3.4.2.6. Logistics Support Evaluation Items:

A3.4.2.6.1. Budget.

A3.4.2.6.2. Position Equipment Table.

A3.4.2.6.3. UTC Management.

A3.4.2.6.4. Configuration Management.

A3.4.2.6.5. Manpower.

A3.4.2.6.6. Contract Support and Surveillance.

A3.4.2.6.7. Project Management, Work Center Logistics Support.

A3.4.2.6.8. Support Agreements.

A3.4.2.7. Materiel Control Evaluation Items:

A3.4.2.7.1. *Mission Capable (MICAP) Management.

A3.4.2.7.2. *Requisitioning.

A3.4.2.7.3. *Supply Support.

A3.4.2.7.3.1. Maintenance Support.

A3.4.2.7.3.2. Core Automated Maintenance System (CAMS) and SBSS Interface.

A3.4.2.7.3.3. Modification Kit Requirements.

A3.4.2.7.4. Mobility-Mission Readiness Support Packages (MRSP) and Mission Support Kits (MSK).

A3.4.2.7.5. Adjusted Stock Levels.

A3.4.2.7.6. Supply Point Management.

A3.4.2.7.7. Repair Cycle Management.

A3.4.2.7.8. List of Material (LOM) Procedures.

A3.4.2.8. Satellite FX and FB Supply Evaluation Items:

A3.4.2.8.1. *Customer Support and Training.

A3.4.2.8.2. *Inventory Management.

A3.4.2.8.3. *Stock Control.

A3.4.2.8.4. *Storage and Related Operations.

A3.4.2.8.5. *MICAP Management.

A3.4.2.8.6. *Equipment and SPRAM Management.

A3.4.2.8.7. *Repair Cycle Support.

A3.4.2.8.8. Chief of Supply Responsibilities.

A3.4.2.8.9. Issue and Turn-in Procedures.

A3.4.2.8.10. Shipping Procedures.

A3.4.2.8.11. Document Control.

A3.4.2.8.12. Management Reports and Listings.

A3.4.2.8.13. Benchstock Support.

A3.4.2.8.14. MRSP and MSK.

A3.4.2.9. Maintenance Training Centers (10 IS/97 IS) Evaluation Items:

A3.4.2.9.1. Training Center Management.

A3.4.2.9.2. Student Management.

A3.4.2.9.3. Instructor Qualifications.

A3.4.2.9.4. Course Standards.

A3.4.3. Category 2--Maintenance Activity:

A3.4.3.1. *Maintenance Workcenters Evaluation Items:

A3.4.3.1.1. *Training Management.

A3.4.3.1.2. *Maintenance Production.

A3.4.3.1.3. *Control of Maintenance.

A3.4.3.1.4. Supply Management.

A3.4.3.1.5. Technical Library Management.

A3.4.3.1.6. Equipment Records.

A3.4.3.1.7. Test, Measurement, and Diagnostic Equipment (TMDE) Management.

A3.4.3.2. Maintenance Aircrew Standardization and Evaluation (390 IS/488 IS) Evaluation Items:

A3.4.3.2.1. *Aircrew Training.

A3.4.3.2.2. *Evaluation Procedures.

A3.4.3.2.3. Maintenance Standardization and Evaluation Review Panel.

A3.4.3.2.4. Special Standardization and Evaluation Review Panel.

A3.4.3.3. *Maintenance Support Evaluation Items:

A3.4.3.3.1. *MSEP Program.

A3.4.3.3.2. *Training Support.

A3.4.3.3.3. Equipment and System Status Tracking and Reporting.

A3.4.3.3.4. *Control of Maintenance.

A3.4.3.3.5. Reliability and Maintainability.

A3.4.3.3.6. Departmental and Technical Publications.

A3.4.3.3.7. Self-Sufficiency.

A3.4.3.3.8. Modification Programs.

A3.4.3.3.9. Maintenance Systems Analysis.

A3.4.3.3.10. Maintenance Planning.

A3.4.3.3.11. Vehicle Control.

A3.4.3.4. Maintenance Management Evaluation Items:

A3.4.3.4.1. *Maintenance Effectiveness and Efficiency.

A3.4.3.4.2. Performance Indicator Summary.

A3.4.3.4.3. Logistics Operating Instructions.

A3.4.3.4.4. Airborne Mission Support.

A3.4.3.4.5. Mobile Mission Support.

A3.4.3.5. Logistics Support Evaluation Items:

A3.4.3.5.1. Budget.

A3.4.3.5.2. Position Equipment Table.

A3.4.3.5.3. UTC Management.

A3.4.3.5.4. Configuration Management.

A3.4.3.5.5. Manpower.

A3.4.3.5.6. Contract Support, Surveillance.

A3.4.3.5.7. Project Management, Work Center Logistics Support.

A3.4.3.5.8. Support Agreements.

A3.4.3.6. Materiel Control Evaluation Items:

A3.4.3.6.1. *MICAP Management.

A3.4.3.6.2. *Requisitioning.

A3.4.3.6.3. *Supply Support.

A3.4.3.6.3.1. Maintenance Support.

A3.4.3.6.3.2. CAMS and SBSS Interface.

A3.4.3.6.3.3. Modification Kit Requirements.

A3.4.3.6.3.4. Mobility Readiness Spares Packages (MRSP) and, or Mission Support Kits (MSK).

A3.4.3.6.3.5. Adjusted Stock Levels.

A3.4.3.6.4. Repair Cycle Management.

A3.4.3.6.5. Supply Point Management.

A3.4.3.6.6. List of Material (LOM) Procedures.

A3.4.3.7. Satellite FX and FB Supply Evaluation Items:

A3.4.3.7.1. *Customer Support and Training.

A3.4.3.7.2. *Inventory Management.

A3.4.3.7.3. *Stock Control.

A3.4.3.7.4. *Storage and Related Operations.

A3.4.3.7.5. *MICAP Management.

A3.4.3.7.6. *Equipment Management.

A3.4.3.7.7. *Repair Cycle Support.

A3.4.3.7.8. Chief of Supply Responsibilities.

A3.4.3.7.9. Issue and Turn-in Procedures.

A3.4.3.7.10. Shipping Procedures.

A3.4.3.7.11. Document Control.

A3.4.3.7.12. Management Reports and Listings.

A3.4.3.7.13. Benchstock Support.

A3.4.3.7.14. MRSP and MSK.

A3.4.4. Category 3 Maintenance Activity:

A3.4.4.1. *Maintenance Workcenters Evaluation Items:

A3.4.4.1.1. *Training Management.

A3.4.4.1.2. *Control of Maintenance.

A3.4.4.1.3. Equipment and System Status Tracking and Reporting.

A3.4.4.1.4. *Maintenance Production.

A3.4.4.1.5. Supply Management.

A3.4.4.1.6. Departmental and Technical Publications.

A3.4.4.1.7. Technical Library Management.

A3.4.4.1.8. Equipment Records.

A3.4.4.1.9. TMDE Management.

A3.4.4.2. Maintenance Management Evaluation Items:

A3.4.4.2.1. *Maintenance Effectiveness and Efficiency.

A3.4.4.2.2. Training Support.

A3.4.4.2.3. Budget.

A3.4.4.2.4. Position Equipment Table.

A3.4.4.2.5. UTC Management.

A3.4.4.2.6. Performance Indicator Summary.

A3.4.4.2.7. *MSEP Program - scheduling with evaluating activity.

A3.4.4.2.8. Logistics Operating Instructions.

A3.4.4.2.9. Mobile Mission Support.

A3.4.4.2.10. Electromagnetic Compatibility.

A3.4.4.2.11. Reliability and Maintainability.

A3.4.4.2.12. Self-Sufficiency.

A3.4.4.2.13. Maintenance Systems Analysis.

A3.4.4.2.14. Maintenance Planning.

A3.4.4.2.15. Configuration Management.

A3.4.4.2.16. Manpower.

A3.4.4.2.17. Contract Support, Surveillance.

A3.4.4.2.18. Logistics Support Activities.

A3.4.4.2.19. Support Agreements.

A3.4.4.2.20. Modification Programs.

A3.4.4.2.21. Vehicle Control.

A3.4.4.3. Materiel Control Evaluation Items:

A3.4.4.3.1. *MICAP Management.

A3.4.4.3.2. *Requisitioning.

A3.4.4.3.3. *Supply Support.

A3.4.4.3.3.1. Maintenance Support.

A3.4.4.3.3.2. CAMS and SBSS Interface.

A3.4.4.3.3.3. Modification Kit Requirements.

A3.4.4.3.3.4. Mobility Readiness Spares Packages (MRSP) and, or Mission Support Kits (MSK).

A3.4.4.3.3.5. Adjusted Stock Levels.

A3.4.4.3.4. Repair Cycle Management.

A3.4.4.3.5. List of Material (LOM) Procedures.

A3.4.4.4. Satellite FX and, or FB Supply Evaluation Items:

A3.4.4.4.1. *Customer Support and Training.

A3.4.4.4.2. *Inventory Management.

A3.4.4.4.3. *Stock Control.

A3.4.4.4.4. *Storage and Related Operations.

A3.4.4.4.5. *MICAP Management.

A3.4.4.4.6. *Equipment Management.

A3.4.4.4.7. *Repair Cycle Support.

A3.4.4.4.8. Chief of Supply Responsibilities.

A3.4.4.4.9. Issue and Turn-in Procedures.

A3.4.4.4.10. Shipping Procedures.

A3.4.4.4.11. Document Control.

A3.4.4.4.12. Management Reports and Listings.

A3.4.4.4.13. Benchstock Support.

A3.4.4.4.14. MRSP and MSK.

A3.4.5. Category 4 Maintenance Activity:

A3.4.5.1. *Maintenance Workcenters Evaluation Items:

A3.4.5.1.1. *Training Management.

A3.4.5.1.2. *Maintenance Production.

A3.4.5.1.3. Equipment and System Status Tracking and Reporting.

A3.4.5.1.4. *MSEP Program.

A3.4.5.1.5. Performance Indicator Summary.

A3.4.5.1.6. *Control of Maintenance.

A3.4.5.1.7. Supply Management.

A3.4.5.1.8. Technical Library Management.

A3.4.5.1.9. Equipment Records.

A3.4.5.1.10. TMDE Management.

A3.4.5.1.11. Maintenance Planning.

A3.4.5.1.12. Maintenance Systems Analysis.

A3.4.5.1.13. Reliability and Maintainability.

A3.4.5.1.14. Self-Sufficiency.

A3.4.5.1.15. Vehicle Control.

A3.4.5.2. Materiel Control Evaluation Items:

A3.4.5.2.1. *MICAP Management.

A3.4.5.2.2. *Requisitioning.

A3.4.5.2.3. *Supply Support.

A3.4.5.2.3.1. Maintenance Support.

A3.4.5.2.3.2. CAMS and, or SBSS Interface.

A3.4.5.2.3.3. Modification Kit Requirements.

A3.4.5.2.3.4. Mobility Readiness Spares Packages (MRSP) and, or Mission Support Kits (MSK).

A3.4.5.2.3.5. Adjusted Stock Levels.

A3.4.5.2.4. Repair Cycle Management.

A3.4.5.2.5. List of Material (LOM) Procedures.

A3.4.6. Intermediate Headquarters (Group and, or Wing) Activities:

A3.4.6.1. Maintenance Management (26IG, 67IG, 692IG, 543IG)

A3.4.6.1.1. Maintenance Policy Guidance

A3.4.6.1.2. Staff Assistance Visit (SAV) Program

A3.4.6.1.3. *Coordination with HHQs, Theater Units, and Group Staff Functions

A3.4.6.1.4. Maintenance Information Crossfeed

A3.4.6.1.5. Maintenance Management Information Systems (CAMS, QDAS, IMDS)

A3.4.6.1.6. *MSEP Program Administration for Category III and IV Maintenance Activities

A3.4.6.1.7. Theater Cable and Antenna Team (As Applicable) Management

A3.4.6.2. Functional System Management (26IG, 67IG, 692IG, 543IG)

A3.4.6.2.1. Mission System Deficiency Analysis

A3.4.6.2.2. Mission System Acquisition, Fielding, and Acceptance

A3.4.6.2.3. Mission System Modification and Upgrade

A3.4.6.2.4. Maintenance Training Requirements

A3.4.6.2.5. Contingency and Deployment Tasking

A3.4.6.3. Maintenance Management (67IW)

A3.4.6.3.1. Maintenance Policy Guidance

A3.4.6.3.2. Staff Assistance Visit (SAV) Program

A3.4.6.3.3. *Coordination with HHQ, Groups, Units, and Wing Staff Functions

A3.4.6.3.4. Maintenance Information Crossfeed

A3.4.6.3.5. Maintenance Management Information Systems (CAMS, QDAS, IMDS)

A3.4.6.3.6. Maintenance Manpower

A3.4.6.4. Functional Systems Management (67IW)

A3.4.6.4.1. Maintenance Practices Guidance

A3.4.6.4.2. Mission Systems Reporting and Deficiency Analysis

A3.4.6.4.3. Mission System Acquisition, Fielding, and Acceptance

A3.4.6.4.4. Mission System Modification and Upgrade

A3.4.6.4.5. Maintenance Training Requirements

A3.4.6.4.6. Contingency and Deployment Tasking

A3.4.7. Mobile Engineering Alteration and Repair (MEAR) Team:

A3.4.7.1. Policy and Guidance Directives: AFPD 32-10, AIAI 32-102, and AIAI 33-104.

A3.4.7.2. MEAR Team Evaluation Items:

A3.4.7.2.1. *Engineering.

A3.4.7.2.2. *Project Development.

A3.4.7.2.3. *List of Materials.

A3.4.7.2.4. Project Management.

A3.4.7.2.5. Installation Standards.

A3.4.8. Contracting:

A3.4.8.1. Policy and Guidance Directives: Host Base Guidance and Unit Operating Instructions.

A3.4.8.2. Local Contracting Support Evaluation Items.

A3.4.8.2.1. Requirements Package and Forms Processing.

A3.4.8.2.2. Follow-up Procedures.

A3.4.8.2.3. Unit Participation in Contract Management.

A3.4.8.2.4. Unit Documentation of Contractor Performance Evaluation and Reporting.

A3.4.8.2.5. Unit Documentation of Performance Receipt and payment Authorization.

A3.4.9. Support Agreements:

A3.4.9.1. Policy and Guidance Directives: DoD Instruction 4000.19, AFI 25-201 and AIA Sup 1, AIAI 25-201, and Local Directives.

A3.4.9.2. Program Management Evaluation Items:

A3.4.9.2.1. Adherence to Policy.

A3.4.9.2.2. Appropriateness of Vehicle.

A3.4.9.2.3. Adherence to Provisions, Review, and Update.

A3.4.9.2.4. Implementation Monitoring.

A3.4.9.2.5. Coordination with HHQ.

A3.4.9.3. Documentation.

A3.5. Area. *Operations:

A3.5.1. *Analysis and Reporting. Program management and procedures will be inspected for all Analysis and Reporting programs. Program management includes local operating instructions, continuity books, quality control, training, and coordination with managers outside the unit. Program procedures include working aids, handbooks, checklists, and where applicable, practical performance.

A3.5.1.1. Policy and Guidance Directives: USSID 300, 301, 339, 398, 5511; AIAI 14-104, 14-105, 14-110; AIA HB 14-101, 67 IWI 14-101, 14-102, 14-103; Program Operating Instructions.

A3.5.1.2. *Threat Warning Evaluation Items.

A3.5.1.2.1. Program Management.

A3.5.1.2.1.1. Operating Instructions.

A3.5.1.2.1.2. Continuity Book.

A3.5.1.2.1.3. Quality Control.

A3.5.1.2.1.4. Training.

A3.5.1.2.1.4.1. Program Manager Training.

A3.5.1.2.1.4.2. Operator Training.

A3.5.1.2.1.5. Program and Process Comparison.

A3.5.1.2.1.6. Senior Leadership and Higher Headquarters Involvement.

A3.5.1.2.2. Program Procedures.

A3.5.1.2.2.1. Working Aids.

A3.5.1.2.2.2. Handbooks.

A3.5.1.2.2.3. Checklists.

A3.5.1.2.3. Tributary Network Operations and Relay.

A3.5.1.3. *NICKLEBACK Evaluation Items.

A3.5.1.3.1. Program Management.

A3.5.1.3.1.1. Operating Instructions.

A3.5.1.3.1.2. Continuity Book.

A3.5.1.3.1.3. Quality Control.

A3.5.1.3.1.3.1. Advisory Review and Feedback

A3.5.1.3.1.3.2. Forms and Paperwork

A3.5.1.3.1.4. Training.

A3.5.1.3.1.4.1. Program Manager Training.

A3.5.1.3.1.4.2. *Initial and Semiannual Training.

A3.5.1.3.1.5. Program and Process Comparison

A3.5.1.3.1.6. Senior Leadership and Higher Headquarters Involvement.

A3.5.1.3.2. Program Procedures.

A3.5.1.3.2.1. Working Aids.

A3.5.1.3.2.2. Handbooks.

A3.5.1.3.2.3. Checklists.

A3.5.1.3.3. SENSOR PACER.

A3.5.1.3.3.1. Net Operating Instructions.

A3.5.1.3.3.2. *Handling Cryptographic Material.

A3.5.1.3.3.3. *Advisory Verification Procedures.

A3.5.1.3.3.4. Outages.

A3.5.1.3.4. HOTLINE.

A3.5.1.3.4.1. Access Control.

A3.5.1.3.4.2. *Code Group Verification.

A3.5.1.3.4.3. Outages.

A3.5.1.3.4.4. Callsign Usage.

A3.5.1.4. *CRITIC Evaluation Items.

A3.5.1.4.1. Program Management.

A3.5.1.4.1.1. Operating Instructions.

A3.5.1.4.1.2. Continuity Book(s).

A3.5.1.4.1.3. Quality Control.

A3.5.1.4.1.4. Training.

A3.5.1.4.1.4.1. Program Manager Training.

A3.5.1.4.1.4.2. Operator Training.

A3.5.1.4.1.5. Program and Process Comparison.

A3.5.1.4.1.6. Senior Leadership and Higher Headquarters Involvement.

A3.5.1.4.2. Program Procedures.

A3.5.1.4.2.1. Working Aids.

A3.5.1.4.2.2. Handbooks.

A3.5.1.4.2.3. Checklists.

A3.5.1.4.2.4. Post-CRITIC Procedures.

A3.5.1.4.3. CRITIC Test and Evaluation Program (CTEP).

A3.5.1.4.3.1. Test Development and Administration.

A3.5.1.4.3.2. Flight and Crew Feedback.

A3.5.1.4.3.3. Quarterly Reporting.

A3.5.1.4.4. CRITIC Communications Testing.

A3.5.1.5. Product Reporting Evaluation Items.

A3.5.1.5.1. Program Management.

A3.5.1.5.1.1. Operating Instructions.

A3.5.1.5.1.2. Continuity Book.

A3.5.1.5.1.3. Quality Control.

A3.5.1.5.1.3.1. Product Enhancement Program.

A3.5.1.5.1.3.2. *Trend Analysis and Feedback.

A3.5.1.5.1.3.3. Pre- and Post-Release QC Checklists.

A3.5.1.5.1.4. Training.

A3.5.1.5.1.4.1. Program Manager Training.

A3.5.1.5.1.4.2. Operator Training.

A3.5.1.5.1.5. Program and Process Comparison.

A3.5.1.5.1.6. Senior Leadership and Higher Headquarters Involvement.

A3.5.1.5.2. Program Procedures.

A3.5.1.5.2.1. Working Aids.

A3.5.1.5.2.2. Handbooks.

A3.5.1.5.3. Tearline and Collateral Reporting.

A3.5.1.5.4. Reporting Systems.

A3.5.1.6. Technical Reporting Evaluation Items.

A3.5.1.6.1. Program Management.

A3.5.1.6.1.1. Operating Instructions.

A3.5.1.6.1.2. Continuity Book.

A3.5.1.6.1.3. *Quality Control and Trend Analysis and Feedback.

A3.5.1.6.1.4. Training.

A3.5.1.6.1.4.1. Program Manager Training.

A3.5.1.6.1.4.2. Operator Training.

A3.5.1.6.1.5. Program and Process Comparison.

A3.5.1.6.2. Program Procedures.

A3.5.1.6.2.1. Working Aids.

A3.5.1.6.2.2. Handbooks.

A3.5.1.6.3. Reporting Systems.

A3.5.1.6.4. Time-Sensitive Reporting.

A3.5.1.6.5. Technical Summary Reporting.

A3.5.1.7. Tactical Information Broadcast Service (TIBS) Evaluation Items.

A3.5.1.7.1. Program Management.

A3.5.1.7.1.1. Operating Instructions.

A3.5.1.7.1.2. Continuity Book.

A3.5.1.7.1.3. Quality Control.

A3.5.1.7.1.4. Training.

A3.5.1.7.1.4.1. Program Manager Training.

A3.5.1.7.1.4.2. Operator Training.

A3.5.1.7.1.5. Program and, or Process Comparison.

A3.5.1.7.2. Program Procedures.

A3.5.1.7.2.1. Working Aids.

A3.5.1.7.2.2. Handbooks.

A3.5.1.7.2.3. *Reporting Criteria.

A3.5.1.7.3. *Theater Manager Responsibilities.

A3.5.1.7.4. *Relay and Master Responsibilities.

A3.5.1.7.5. *Producer Responsibilities.

A3.5.1.8. Entity Analysis Evaluation Items.

A3.5.1.8.1. Program Management.

A3.5.1.8.1.1. Operating Instructions.

A3.5.1.8.1.2. Continuity Book.

A3.5.1.8.1.3. Quality Control.

A3.5.1.8.1.3.1. Trend Analysis and Feedback.

A3.5.1.8.1.3.2. QC Checklists.

A3.5.1.8.1.4. Training.

A3.5.1.8.1.4.1. Program Manager Training.

A3.5.1.8.1.4.2. Operator Training.

A3.5.1.8.1.5. Program and, or Process Comparison.

A3.5.1.8.2. Program Procedures.

A3.5.1.8.2.1. Working Aids.

A3.5.1.8.2.2. Handbooks.

A3.5.1.8.2.3. Database Management.

A3.5.1.8.2.4. Technical Exchanges.

A3.5.1.8.2.5. Traffic Review.

A3.5.1.9. Tactics Analysis Evaluation Items.

A3.5.1.9.1. Program Management.

A3.5.1.9.1.1. Operating Instructions.

A3.5.1.9.1.2. Continuity Book.

A3.5.1.9.1.3. Training.

A3.5.1.9.1.4. Program and, or Process Comparison.

A3.5.1.9.2. Program Procedures.

A3.5.1.9.2.1. Working Aids, Handbooks, and, or Checklists.

A3.5.1.9.2.2. Analytical Fusion.

A3.5.1.9.2.3. Quality of Analysis.

A3.5.1.9.2.4. Historical Records.

A3.5.1.9.2.5. Customer Interaction.

A3.5.2. *Airborne Operations.

A3.5.2.1. Policy and Guidance Directives: CJCSI 3250.03, AIAHB 14-101, 67 IWI 11-102, 67 IWI 14-101, 67 IWI 14-102, USSID 3, USSID 9, USSID 18, USSID 58, USSID 300, USSID 301, USSID 316, USSID 325, USSID 369, USSID 5511, Unit USSID, Unit Instructions.

A3.5.2.2. * Mission Operations Evaluation Items:

A3.5.2.2.1. Pre-Mission Procedures.

A3.5.2.2.1.1. Mission Planning Procedures.

A3.5.2.2.1.2. Pre-Mission Briefing Procedures and Content.

A3.5.2.2.2. Mission Procedures.

A3.5.2.2.2.1. *Advisory Support and Threat Warning.

A3.5.2.2.2.2. *Intelligence Oversight.

A3.5.2.2.2.3. Search and Rescue and Distress.

A3.5.2.2.2.4. Secure Communications.

A3.5.2.2.2.5. Crew Coordination and Interphone Discipline (Flight Deck and Mission Crew).

A3.5.2.2.2.6. *Voice, Technical, Product, Graphical, Non-Codeword Reporting.

A3.5.2.2.2.7. *Flight Safety, Position Checklist Usage, Oxygen Discipline.

A3.5.2.2.2.8. *Mission Materials Accountability, Physical, Operational Security.

A3.5.2.2.2.9. *Tasking Prioritization IAW ITDB, CNs, etcetera.

A3.5.2.2.2.10. *EMI and MIJI Reporting.

A3.5.2.2.2.11. Emergency Destruction

A3.5.2.2.3. Post Mission Procedures.

A3.5.2.2.3.1. Coordination with Other Disciplines and Joint Debrief.

A3.5.2.2.3.2. Mission Improvement Program.

A3.5.2.2.4. Transcription

A3.5.2.2.4.1. Determining Transcription Priorities.

A3.5.2.2.4.2. Transcript Forwarding

A3.5.2.2.4.3. Quality Control and Feedback.

A3.5.2.2.4.4. Operator Knowledge and Usage of Data Production System.

A3.5.2.2.4.5. Tracking and Trending (Production Statistics, Transcription QC).

A3.5.2.2.5. Personnel Management.

A3.5.2.2.5.1. Training and Certification Procedures

A3.5.2.2.5.2. Operator Awareness of Unit Policy and Guidance.

A3.5.2.2.5.3. Operating Instruction Development and Review Procedures.

A3.5.2.3. Mission Scheduling Evaluation Items:

A3.5.2.3.1. Crew Generation Procedures.

A3.5.2.3.2. Crew Notification Procedures.

A3.5.2.3.3. Crew Certification Procedures.

A3.5.2.3.4. Flight Hours Tracking Procedures.

A3.5.2.3.5. Aerial Achievement Medal Submission Procedures.

A3.5.2.3.6. Deployment Tracking Procedures.

A3.5.2.4. Operations Support Evaluation Items:

A3.5.2.4.1. Ground Data Processing System Operators.

A3.5.2.4.1.1. Training and Certification Procedures

A3.5.2.4.1.2. System Database Maintenance

A3.5.2.4.1.3. Personnel Management

A3.5.2.4.2. Handbooks and Working Aids.

A3.5.2.4.2.1. Local Working Aid Development Procedures.

A3.5.2.4.2.2. Accuracy, Currency and Adequacy.

A3.5.2.4.2.3. Classification Management.

A3.5.3. Ground Mission Operations:

A3.5.3.1. Policy and Guidance Directives: CJCSI 3250.03, AIAHB 14-101, 67 IWI 11-102, 67 IWI 14-101, 67 IWI 14-102, USSID 3, USSID 9, USSID 18, USSID 58, USSID 300, USSID 301, USSID 316, USSID 325, USSID 369, USSID 5511, Unit USSID, Unit Instructions.

A3.5.3.2. Remoted Operations Evaluation Items:

A3.5.3.2.1. Intelligence Oversight

A3.5.3.2.2. Advisory Support

A3.5.3.2.3. Determining Tasking Priorities and Task Assignment

A3.5.3.2.4. Coordination Procedures (Recognition of Reportable data)

A3.5.3.2.5. Transcription

A3.5.3.2.5.1. Determining Transcription Priorities.

A3.5.3.2.5.2. Transcript Forwarding.

A3.5.3.2.5.3. Quality Control and Feedback.

A3.5.3.2.5.4. Operator Knowledge and Usage of Data Production System.

A3.5.3.2.5.5. Tracking and Trending (Production Statistics, Transcription QC).

A3.5.3.2.6. Personnel Management.

A3.5.3.2.6.1. Training and Certification Procedures.

A3.5.3.2.6.2. Operator Awareness of Unit Policy and Guidance.

A3.5.3.2.6.3. Operating Instruction Development and Review Procedures.

A3.5.3.3. Conventional Operations Evaluation Items:

A3.5.3.3.1. Intelligence Oversight.

A3.5.3.3.2. Advisory Support.

A3.5.3.3.3. Determining Tasking Priorities and Task Assignment.

A3.5.3.3.4. Coordination Procedures (Recognition of Reportable data).

A3.5.3.3.5. Transcription.

A3.5.3.3.5.1. Determining Transcription Priorities.

A3.5.3.3.5.2. Transcript Forwarding

A3.5.3.3.5.3. Quality Control and Feedback.

A3.5.3.3.5.4. Operator Knowledge and Usage of Data Production System.

A3.5.3.3.5.5. Tracking and Trending (Production Statistics, Transcription QC).

A3.5.3.3.6. Personnel Management.

A3.5.3.3.6.1. Training and Certification Procedures.

A3.5.3.3.6.2. Operator Awareness of Unit Policy and Guidance.

A3.5.3.3.6.3. Operating Instruction Development and Review Procedures.

A3.5.3.4. Signals Operations Evaluation Items.

A3.5.3.4.1. Determining Tasking Priorities and Task Assignment.

A3.5.3.4.2. Technical Report Forwarding.

A3.5.3.4.3. Operator Knowledge and Usage of Data Production System.

A3.5.3.4.4. Quality Control and Feedback.

A3.5.3.4.5. Personnel Management.

A3.5.3.4.5.1. Training and Certification Procedures.

A3.5.3.4.5.2. Operator Awareness of Unit Policy and Guidance.

A3.5.3.4.5.3. Operating Instruction Development and Review Procedures.

A3.5.3.5. Operations Support Evaluation Items:

A3.5.3.5.1. Policy and Guidance Directives:

A3.5.3.5.2. Operations Support Evaluation Items:

A3.5.3.5.3. Ground Data Processing System Operators.

A3.5.3.5.3.1. Training and Certification Procedures.

A3.5.3.5.3.2. System Database Maintenance.

A3.5.3.5.3.3. Personnel Management.

A3.5.3.5.4. Handbooks and Working Aids.

A3.5.3.5.4.1. Local Working Aid Development Procedures.

A3.5.3.5.4.2. Accuracy, Currency and Adequacy.

A3.5.3.5.4.3. Classification Management.

A3.5.4. * Special Operations:

A3.5.4.1. Policy and Guidance Directives: AFSOC guidance, 67 IW and HQ AIA instructions, and local instructions.

A3.5.4.2. Special Operations Evaluation Items:

A3.5.4.3. * FOCAL POINT Program Management.

A3.5.4.4. Deployment Management.

A3.5.4.5. Budget and Equipment Acquisition Management.

A3.5.4.6. Maintenance P Plan.

A3.5.4.7. Personnel Management.

A3.5.4.7.1. Training and Certification Procedures.

A3.5.4.7.2. Personnel Accountability.

A3.5.4.7.3. Scheduling.

A3.5.4.8. Mission Sustainability.

A3.5.5. Surveillance Operations:

A3.5.5.1. Policy and Guidance Directives: 67 IW, HQ AIA, and local instructions.

A3.5.5.2. Surveillance Operations Evaluation Items:

A3.5.5.3. Budget and Equipment Management.

A3.5.5.4. Personnel Management.

A3.5.5.4.1. Training and Certification Procedures.

A3.5.5.4.2. Personnel Accountability.

A3.5.5.4.3. Scheduling.

A3.5.5.5. Deployment Management.

A3.5.5.6. Mission Sustainability.

A3.5.6. Mission Management:

A3.5.6.1. Policy and Guidance Directives. USSID 2, USSID 3, USSID 9, USSID 58, USSID 101, USSID 103, USSID 110, USSID 111, USSID 150, USSID 313, USSID 325, USSID 514, AFI 10-707, AIAI 33-110, 67 IWI 11-102, Unit Instructions.

A3.5.6.2. *Tasking Management Evaluation Items:

A3.5.6.2.1. *Mission Control Notes, ITDB, SNUTR, Directed, MRL.

A3.5.6.2.2. Interim Tasking Adjustments.

A3.5.6.2.3. *AICP and ECON.

A3.5.6.2.4. Collection Coordination and Procedures.

A3.5.6.2.5. Mission Planning, Scheduling, and Route Development.

A3.5.6.2.6. Coordination with Other Flying Units and Interoperability.

A3.5.6.2.7. SSHT Management.

A3.5.6.2.8. USSID 9 Management.

A3.5.6.2.9. Mission Improvement Program.

A3.5.6.2.10. Distress Signal Procedures.

A3.5.6.2.11. Spectrum Resolution Interference Program.

A3.5.6.3. Quality Control and Feedback Evaluation Items:

A3.5.6.3.1. Mission Improvement.

A3.5.6.3.2. Position Effectiveness Reports (POEREP).

A3.5.6.3.3. Station Feedback and, or Other Vehicles.

A3.5.6.3.4. Collection and Transcription QC Handbooks and Procedures.

A3.5.6.4. Management Reports Evaluation Items:

A3.5.6.4.1. PMFRs, MMRs, etcetera, and Report Quality Control.

A3.5.6.5. Mission and Staff Materials Evaluation Items:

A3.5.6.5.1. Staff Position Continuity Packages.

A3.5.6.5.2. Position Handbooks.

A3.5.6.5.3. Working Aids.

A3.5.7. Operations Training and Evaluations:

A3.5.7.1. Policy and Guidance Directives. National Intelligence Directives, AFI 36-2201, AIAI 36-2801, 1NXXX Career Field Education and Training Plans, Wing, Group, Center and Unit Instructions, 67 IWI 11-408.

A3.5.7.2. *Job Qualification Standards, Development, and Utilization:

A3.5.7.2.1. *Task Development.

A3.5.7.2.2. Task Coverage.

A3.5.7.2.3. Study Materials.

A3.5.7.3. Training Materials:

A3.5.7.3.1. Materials and References.

A3.5.7.3.2. Review and Documentation.

A3.5.7.3.3. Accessibility.

A3.5.7.4. *Evaluation Materials:

A3.5.7.4.1. Materials and Reference.

A3.5.7.4.2. Documentation Review.

A3.5.7.4.3. Control and Administration.

A3.5.7.5. Training Procedures:

A3.5.7.5.1. Initial, Recertification, Proficiency.

A3.5.7.5.2. Time Limits.

A3.5.7.5.3. Documentation.

A3.5.7.5.4. Supervisory Involvement.

A3.5.7.6. Evaluation Procedures:

A3.5.7.6.1. Initial, Recertification, No-Notice.

A3.5.7.6.2. Evaluation Rates.

A3.5.7.6.3. Documentation.

A3.5.7.6.4. Task Certification.

A3.5.7.6.5. Task Recertification.

A3.5.7.6.6. Training Procedures.

A3.5.7.7. Policy Directives:

A3.5.7.7.1. Currency.

A3.5.7.7.2. Adherence.

A3.5.7.8. Management of Learning Center Resources.

A3.5.7.9. Management of SENSOR OLYMPICS Program.

A3.5.7.9.1. Selection.

A3.5.7.9.2. Publicity.

A3.5.7.9.3. Security and Integrity.

A3.5.7.9.4. Reporting.

A3.5.7.9.5. Coordination.

A3.5.8. Operations Standardization and Evaluation:

A3.5.8.1. Policy and Guidance Directives: National Intelligence Directives, AFI 36-2201, AIAI 36-2801, 1NXXX Career Field Education and Training Plans, Wing, Group, Center and Unit Instructions, 67 IWI 11-202.

A3.5.8.2. Evaluation Procedures.

A3.5.8.3. Initial, Recertification, No-Notice.

A3.5.8.4. Evaluation Rates.

A3.5.8.5. Documentation.

A3.5.8.6. Task Certification.

A3.5.8.7. Task Recertification.

A3.5.9. Military Exercise Planning:

A3.5.9.1. Policy and Guidance Directives: AFI 10-204, AIA Sup 1, and 67 IWI 10-204.

A3.5.9.2. Program Management Evaluation Items:

A3.5.9.2.1. Pre-exercise Planning.

A3.5.9.2.2. Exercise Execution.

A3.5.9.2.3. Post-exercise Follow-up.

A3.5.9.2.4. Continuity Books and Folders.

A3.5.9.3. Exercise Planning Training Evaluation Items:

A3.5.9.3.1. Training Plan.

A3.5.9.3.2. Formal Training.

A3.5.10. *Electronic Systems Security Assessment:

A3.5.10.1. Policy and Guidance Directives: AFI 33-219, AIAI 33-202, Operating Instructions.

A3.5.10.2. Staff Management:

A3.5.10.2.1. Strategic Planning.

A3.5.10.2.2. TMAP Policy Implementation.

A3.5.10.2.3. Information Operations Integration.

A3.5.10.2.4. Higher Headquarters Guidance.

A3.5.10.2.5. Local Guidance Developed.

A3.5.10.2.6. Information Operations Training.

A3.5.10.2.7. Tasking Management.

A3.5.10.2.8. OPSEC Program Integration.

A3.5.10.2.9. Tactical Deception Integration.

A3.5.10.2.10. Contingency Tasking Management.

A3.5.10.3. Mission Management:

A3.5.10.3.1. *Staff Judge Advocate (SJA) Notice and Consent.

A3.5.10.3.2. *Personal Privacy Information (PPI).

A3.5.10.3.3. *Sanitized and Unsanitized Transcript Release Procedures.

A3.5.10.3.4. Mission Planning.

A3.5.10.3.5. Operating Instructions.

A3.5.10.3.6. Handbooks and Working Aids.

A3.5.10.3.7. Mission Security Procedures.

A3.5.10.3.8. Mission Documentation.

A3.5.10.3.9. Customer Support and Satisfaction Database.

A3.5.10.3.10. Mission Support Database.

A3.5.10.4. TMAP Operations:

A3.5.10.4.1. Collection, Analysis, and Reporting.

A3.5.10.4.2. Procedures.

A3.5.10.4.3. Safety.

A3.5.10.4.4. Handling PPI and Other TMAP Data.

A3.5.10.4.5. Emergency Distress Signals.

A3.5.10.4.6. Security of TMAP Operations.

A3.5.10.4.7. Threat Assessments.

A3.5.10.4.8. Local AFOSI Notification.

A3.5.10.4.9. Release and Control of Mission Materials.

A3.5.10.4.10. Magnetic Media Procedures.

A3.5.10.4.11. Reports.

A3.5.10.5. Quality Control:

A3.5.10.5.1. Duty Position.

A3.5.10.5.2. Reports.

A3.5.10.5.3. Trend Analysis.

A3.5.11. USAF Intelligence Production Program:

A3.5.11.1. Policy and Guidance Directives. DoD-0000-151-94, DoD-0000-151C-95, AFI 14-201.

A3.5.11.2. Production Policies.

A3.5.11.3. Production Process.

A3.5.11.4. Production Management Tasks.

A3.5.11.5. COLISEUM.

A3.5.11.6. Customer Satisfaction.

A3.5.12. Science and Technology:

A3.5.12.1. Policy and Guidance Directives. AFPD 14-2, applicable DIA regulations and manuals, DoD-0000-151-96, DoD-0000-151A-96, DoD-0000-151E-96, AFI 99-114.

A3.5.12.2. Collection and Exploitation Management Evaluation Items:

A3.5.12.2.1. *Publication of Notices of Intelligence Potential.

A3.5.12.2.2. Event Selection.

A3.5.12.2.3. *Attendance at Events.

A3.5.12.2.4. Data Acquistion.

A3.5.12.2.5. *Intelligence Information Reports.

A3.5.12.2.6. Collection Requirements Management.

A3.5.12.2.7. Personnel Management.

A3.5.12.2.8. Training.

A3.5.12.2.9. Equipment Management.

A3.5.12.2.10. Program Financial Management.

A3.5.12.2.11. Representation on National Committees.

A3.5.12.2.12. Customer Satisfaction.

A3.5.12.3. Foreign Material Program:

A3.5.12.3.1. Foreign Materiel Program Management Evaluation Items:

A3.5.12.3.2. Exploitation Plans (EXPLANs).

A3.5.12.3.3. *Report Generation.

A3.5.12.3.4. Resource Management.

A3.5.12.3.5. Training.

A3.5.12.3.6. *Readiness.

A3.5.12.3.7. Database Management on Exploited Systems.

A3.5.12.3.8. Solicitation and Consolidation of Requirements.

A3.5.12.3.9. Concept of Utilization (COU) Development and Coordination.

A3.5.12.3.10. Customer Satisfaction.

A3.5.13. Imagery Intelligence Operations. National Intelligence Directives, 1NXXX Career Field Education and Training Plans, Wing, Group, Center and Unit Instructions, applicable CONOPS.

A3.5.14. Human Intelligence Operations. National Intelligence Directives, 1NXXX Career Field Education and Training Plans, Wing, Group, Center and Unit Instructions, applicable CONOPS.

A3.5.15. Measurement and Signatures Intelligence Operations. National Intelligence Directives, 1NXXX Career Field Education and Training Plans, Wing, Group, Center and Unit Instructions, applicable CONOPS.

A3.5.16. Electronic Intelligence Operations. National Intelligence Directives, 1NXXX Career Field Education and Training Plans, Wing, Group, Center and Unit Instructions, applicable CONOPS.

A3.6. Area. Plans, Deployment Planning, and Readiness:

A3.6.1. *Status of Resources and Training System (SORTS) and Monthly Readi ness Report:

A3.6.1.1. Policy and Guidance Directives: AFI 10-201 and AIA Sup 1, HQ AIA/DOXX Policy and Guidance Messages, 67 IWI 10-201.

A3.6.1.2. *Report and Report Preparation Documentation Evaluation Items:

A3.6.1.2.1. *Timeliness.

A3.6.1.2.2. *Accuracy.

A3.6.1.2.3. Quality Control.

A3.6.1.3. Program Management Evaluation Items:

A3.6.1.3.1. Office Data Handler Training.

A3.6.1.3.2. DOC Reviews.

A3.6.1.3.3. Assignment of SORTS Monitors and Training.

A3.6.1.3.4. Continuity Book and Documentation.

A3.6.2. *Deployment Planning:

A3.6.2.1. Policy and Guidance Directives. DoD 5100.76-M, AFPD 16-8, AFMAN 23-110, Vol II, AFMAN 10-401, AFI 10-215, AFI 10-403, AFCAT 21-209, AFI 24-201, AFI 24-204, AFI 31-207, AFI 36-2238, AIA War and Mobilization Plan, Vols 1 and 2, AIA Sup 1 to AFI 10-403, Host Base Deployment Plans.

A3.6.2.2. *Personnel Readiness and Training.

A3.6.2.3. *LOGDET Evaluation Items:

A3.6.2.3.1. *Pilot Unit Responsibilities.

A3.6.2.3.2. Nonpilot Unit Responsibilities.

A3.6.2.4. Program Management:

A3.6.2.4.1. Publications and Records Management.

A3.6.2.4.2. Continuity Records.

A3.6.2.4.3. Quarterly UTC Reports.

A3.6.2.5. Deployment Work Center (or equivalent) Operations:

A3.6.2.5.1. Checklists.

A3.6.2.5.2. Chain of Command.

A3.6.2.6. Equipment Management and Cargo Preparation:

A3.6.2.6.1. Compliance with Directives.

A3.6.2.6.2. Safety Procedures.

A3.6.2.7. Mobility Bag Management.

A3.6.2.8. Weapons and Ammunition Management.

A3.6.3. Plans Management:

A3.6.3.1. Policy and Guidance Directive. AIAI 10-401.

A3.6.3.2. Program Management.

A3.6.3.2.1. Plans Library Management.

A3.6.3.2.2. Plans Officer and NCOIC Training.

A3.6.3.2.3. Support to Unit and Host Base Plans.

A3.6.4. Disaster Preparedness:

A3.6.4.1. Policy and Guidance Directives. AFI 32-4001, AFMAN 32-4005, AIAI 10-206, 67 IWI 32-4001, Base OPlan 32-1, DoDR 5105.21-M-1, NSA/CSSR 25-14.

A3.6.4.2. Program Management:

A3.6.4.2.1. Equipment Management.

A3.6.4.2.2. Unit, Host Base, Theater Initial, Recurring Training and Documentation.

A3.6.4.2.3. Ground and Aircrew CWDE Training and Documentation.

A3.6.4.2.4. Shelter Management.

A3.6.4.2.5. Noncombatant Evacuation Operations (overseas units only).

A3.6.4.2.6. Recall Procedures.

A3.6.4.3. Emergency Action Plan Management.

A3.6.4.3.1. Documentation, coordination, and supporting checklists.

A3.6.4.3.2. Exercise program.

A3.6.4.3.3. Crisis management.

Attachment 4

INSPECTION CRITERIONS

A4.1. Wing, Center, and Group Inspection Criterions:

A4.1.1. Evaluation. For the wing, centers, and groups, HQ AIA/IG will evaluate all pertinent compliance items as outlined in attachment 3, as well as any operationally-unique products and, or processes of the unit, any special staffing functions, and any oversight responsibilities. Inspection criterions are developed by the headquarters offices of primary responsibility and are based on the unit's mission, mission directive, and AIA, United States Air Force, DoD, etcetera. policy and guidance. Overseas groups are also evaluated on how well they provide AIA products and services to theater customers.

A4.1.2. Oversight Defined. Oversight is defined as programs and actions taken to effectively lead, manage, direct, and support the activities of subordinate units. This includes facilitating information flow, monitoring performance data, providing policy and functional guidance, conducting staff assistance visits, and advocating for unit requirements and resources. Oversight also includes functional responsibilities outlined in United States Air Force and AIA instructions. Oversight is not rated separately, but is a key component of each evaluated functional area.

Attachment 5

RATINGS

A5.1. Unit Ratings. Inspection areas (for example, Operations, Logistics) and programs (for example, Mission Management, Maintenance Control) are identified in Table A5.1. Unit ratings are determined by aligning program ratings according to unit structure or as outlined in table A5.1. Although standard critical items are identified in Table A5.1, mission activities determine critical items for each specific unit.

A5.2. Observed Performance. When observed performance leads to ratings differing from established criterions, the IG and Chief of Inspections (CI) retain the authority to bump ratings up or down; rationale will be explained in the final report and out-brief.

A5.3. Rating Definitions:

A5.3.1. Unit Rating:

A5.3.1.1. Outstanding. Critical areas are Outstanding. All areas are at least Satisfactory with a majority being Outstanding. Few, if any, findings exist, none of which are critical or repeats. Procedures, functions, and activities far exceed requirements.

A5.3.1.2. Excellent. Critical areas are at least Excellent. All areas are at least Satisfactory with a majority being Excellent. Few, if any, findings exist, none of which are repeats. Procedures, functions, and activities exceed requirements.

A5.3.1.3. Satisfactory. Critical areas and a majority of all areas are at least Satisfactory. Significant findings may exist but do not impede or limit mission accomplishment. No repeat findings exist. Procedures, functions, and activities meet requirements.

A5.3.1.4. Marginal. Critical areas and a majority of all areas are at least Marginal. Significant findings exist which impede or limit mission accomplishment. Procedures, functions, and activities do not meet requirements.

A5.3.1.5. Unsatisfactory. Observed performance does not meet the criterions for Marginal. Significant deficiencies exist that preclude or seriously limit mission accomplishment.

A5.3.2. Area and, or Program Rating:

A5.3.2.1. Outstanding. A majority of critical programs are Outstanding. All areas are at least Satisfactory with a majority being at least Excellent. There are no findings. Procedures, functions, and activities far exceed requirements.

A5.3.2.2. Excellent. A majority of critical programs are at least Excellent and none are below Satisfactory. A majority of all programs are at least Satisfactory and none are below Marginal. Few, if any, findings exist, none of which are repeats. Procedures, functions, and activities exceed requirements.

A5.3.2.3. Satisfactory. A majority of critical programs are at least Satisfactory and none are below Marginal. A majority of all programs are at least Satisfactory. Significant findings may exist but do not impede or limit mission accomplishment. Procedures, functions, and activities do not meet requirements.

A5.3.2.4. Marginal. A majority of critical programs and a majority of all programs are at least Marginal. Significant findings exist which impede or limit mission accomplishment. Procedures, functions, and activities do not meet requirements.

A5.3.2.5. Unsatisfactory: Observed performance does not meet the criterions for Marginal. Significant deficiencies exist that preclude or seriously limit mission accomplishment.

Table A5.1. Ratings Areas and Programs.

	Critical items are identified by an asterisk '*'
COMMANDER PROGRAMS	Overall Rating: _____
*Safety	Overall Rating: _____
Ground Safety	Rating: _____
Fire Protection and Prevention	Rating: _____
Environmental Management	Rating: _____
Flight Safety	Rating: _____
*Security	Overall Rating: _____
*Information Security	Rating: _____
Personnel Security	Rating: _____
Physical Security	Rating: _____
Industrial Security	Rating: _____
Intelligence Oversight	Rating: _____
Operations Security (OPSEC)	Rating: _____
Inspector General and Complaints Program (group, center, wing)	Rating: _____
Personnel Support	Overall Rating:_____
Personnel Program Management	Overall Rating: _____
Awards and Decorations	Rating: _____
Evaluations	Rating: _____
Recognition Program	Rating: _____
Force Accountability	Rating: _____
Weight Management and Fitness Programs	Rating: _____
Family Care Plans	Rating: _____
Dormitory Management	Rating: _____
*Developing, Managing, and Conducting Training	Rating: _____
*Financial Management	Rating: _____
Civil Engineering and Facility Management	Overall Rating: _____
Programs and Engineering	Rating: _____
Engineering Operations	Rating: _____
Environmental Engineering	Rating: _____

Manpower and Organization	Overall Rating: _____
Manpower	Rating: _____
Organization	Rating: _____
Corporate Process	Rating: _____
Program Management	Rating: _____
Chaplain Programs	Rating: _____
Military Personnel Flight	Overall Rating: _____
Military Personnel Flight Management	Rating:_____
Customer Support Section	Overall Rating:_____
Career Enhancement Element	Rating: _____
Customer Service Element	Rating: _____
Personnel Relocations and Employment Section	Overall Rating:_____
Personnel Relocations Element	Rating: _____
Personnel Employment Element	Rating: _____
Personnel Systems and Readiness Section	Overall Rating:_____
Personnel Systems Management	Rating: _____
Personnel Readiness Unit	Rating: _____
Reserve Forces	Overall Rating:_____
Base Individual Mobilization Augmentee Administrator	Rating: _____
Individual Mobilization Augmentee Support	Rating: _____
Services	Overall Rating:_____
Enlisted Dining Facility	Rating: _____
Fitness Center	Rating: _____
Judge Advocate General	Rating: _____
COMMUNICATIONS AND INFORMATION	Overall Rating: _____
Communications Support	Rating: _____
*Communications Computer Systems	Overall Rating: _____
Network Operations	Rating: _____
Communications Center	Rating: _____
Systems Control	Rating: _____
Information Management	Overall Rating: _____
Administrative Communications	Rating: _____
*Records	Rating: _____
Publishing	Rating: _____
*COMPUSEC and SATE	Rating: _____
Program Management and Requirements Processing	Rating: _____
Software Development	Rating: _____
Visual Information Management	Rating: _____

LOGISTICS	Overall Rating:_____
Maintenance Management	Rating: _____
*Maintenance Control	Rating: _____
*Maintenance Support	Rating: _____
*Maintenance Work Centers	Overall Rating: _____
*Individual Workcenters	Ratings: _____
*Maintenance Aircrew Standardization & Evaluation	Rating: _____
Logistics Support	Rating: _____
Satellite FX/FB Supply	Rating: _____
Materiel Control	Rating: _____
Maintenance Training Center	Rating: _____
Functional Systems Management	Rating: _____
Staff Assistance Visit	Rating: _____
*Maintenance Standardization and Evaluation (wing and group)	Rating: _____
Mobile Engineering Alteration and Repair (MEAR) Team	Rating: _____
Contracting	Rating: _____
Support Agreements Management	Rating: _____
OPERATIONS	Overall Rating: _____
*Analysis and Reporting	Overall Rating: _____
*Threat Warning	Rating: _____
*NICKELBACK	Rating: _____
*CRITIC	Rating: _____
Product Reporting	Rating: _____
Technical Reporting	Rating: _____
Tactical Information Broadcast Service	Rating: _____
Entity Analysis	Rating: _____
Tactics Analysis	Rating: _____
*Airborne Operations	Overall Rating: _____
*Mission Operations	Rating: _____
Mission Scheduling	Rating: _____
Operations Support	Rating: _____
*Ground Mission Operations	Overall Rating: _____
Remote Operations	Rating: _____
Conventional Operations	Rating: _____
Signals Operations	Rating: _____
Operations Support	Rating: _____
*Special Operations	Rating: _____

Surveillance Operations	Rating: _____
Mission Management	Overall Rating: _____
*Tasking Management	Rating: _____
Quality Control and Feedback	Rating: _____
Management Reports	Rating: _____
Mission and Staff Materials	Rating: _____
Operations Training	Rating: _____
*Operations Standardization and Evaluation	Rating: _____
Military Exercise Program	Rating: _____
*Electronic Systems Security Assessment	Overall Rating: _____
Staff Management	Rating: _____
Mission Management	Rating: _____
TMAP Operations	Rating: _____
Quality Control	Rating: _____
Intelligence Production	Rating: _____
Scientific and Technical Intelligence	Overall Rating: _____
Individual Workcenters	Ratings: _____
IMINT Operations	Overall Rating: _____
Individual Workcenters	Ratings: _____
HUMINT Operations	Overall Rating: _____
Individual Workcenters	Ratings: _____
MASINT Operations	Overall Rating: _____
Individual Workcenters	Ratings: _____
ELINT Operations	Overall Rating: _____
* PLANS, DEPLOYMENT PLANNING, AND READINESS	Overall Rating: _____
*Status of Resources and Training System	Rating: _____
Monthly Readiness Report	Rating: _____
*Deployment Planning	Rating: _____
Plans Management	Rating: _____
Disaster Preparedness	Rating: _____

Attachment 6

COMMAND INTEREST ITEMS

A6.1. Command Interest Items (CII). CIIs focus management emphasis on programs already in existence.

A6.2. Need for CII. To determine the need for a CII, headquarters directorates ask the following questions:

A6.2.1. Does the problem exist because of vague, unenforceable, or unrealistic guidance? Do instructions need to be updated or written more clearly? If the answer is "No," a CII may be appropriate.

A6.2.2. Can another staff office or outside agency review or work the problem? If the answer is "No," a CII may be appropriate.

A6.2.3. Is the problem agency-wide or significant enough to warrant the time necessary to develop and respond to a CII? If the answer is "Yes," a CII may be appropriate.

A6.3. Publishing Process. Process for publishing CIIs:

A6.3.1. Initiate a package, in message format, to AIG 8552, containing the following areas:

A6.3.1.1. Subject. The subject is the proposed name of the CII.

A6.3.1.2. Purpose. Clearly define the problem.

A6.3.1.3. Background. Provide a brief background.

A6.3.1.4. Inspection Guide. OPRs provide a checklist to address all required areas.

A6.3.1.5. Inspection Period. Normally 12 months.

A6.3.1.6. Point of Contact. Whom to contact for clarification.

A6.4. Coordination. Attach the message to a staff summary sheet and coordinate through the directorate responsible for the program area, then through IG, CA, and CV for coordination; and to the Commander (AIA/CC) for approval.

A6.5. Approval. Once approved by AIA/CC, the CII monitor on the IG team assigns an item number and publishes the CII.

Attachment 7

SUPPORT REQUIREMENTS

A7.1. Unit Requirements . IG team support requirements vary by unit. The notification message specifies any unique requirements not listed below.

A7.2. Work Area. Provide the IG team with a work area (preferably unclassified) capable of accommodating the entire team. Ensure the area has a conference table or similar arrangement and at least two telephones with DSN access. IG team magnetic media and lap top computers are authorized entry into and exit from any work area which is in a classified location.

A7.3. Accommodations. Arrange accommodations meeting the standards outlined in AFI 34-601, *Air Force Lodging Program Management*. Team integrity is required.

A7.4. Team Arrival. Provide transportation for the team members (to include baggage detail and vehicles) to and from the arrival point (anticipate three bags for each team member). Provide a safety briefing for vehicle operations and local area and work environmental hazards.

A7.5. Vehicle Requirements. The notification message specifies vehicle requirements. Provide a reserved parking space for each vehicle at the unit and work area.

A7.6. Equipment and Supplies. Provide the items listed below in the work area.

Table A7.1. Equipment.

Desktop Computer	1	Microsoft Word, Excel, and Power-point
Printers	2	HP Laser Jet III/IV/V
Copier (dedicated or ready access)		
Surge Protectors	4	
Message Board	1	
Class A, STU-III Telephone	2	
Access to a Fax Machine		(Classified and Unclassified)
Computer Compatible Projection Equipment		

Table A7.2. Supplies:

Dictionaries	2	
Thesaurus	1	
Tongue and Quill	2	
3-1/2" Diskette	1	
Telephone Directories:	1 each	Unit, base, and local area
Stapler	1	
Staple Remover	1	
Post-it notepads	10	
Flip Chart with Stand	1	
Bond Paper	1 (box)	
Burn Bags	5	
Paper Clips	1 (box)	
Note Pads	10 8-1/2" X 11"	
Scissors	1	
Pens	2 boxes (one box each Red/Black)	
3-Hole Paper Punch	1 each	
30-Cup Coffee Pot	1	
Styrofoam Cups	1 (pack)	
Blue Award Folder	approximately 15 percent of unit population	
Steno Pads	10	

A7.7. Additional Requirements. Provide the following information and, or copies of documents in the work area:

   A7.7.1. Schedule of Events. A schedule of events the unit will be involved in during the inspection.

A7.7.2. Directives. All appropriate wing, center, group, and unit supplements to AIA instructions and all unit, branch, and section operating instructions. Also include copies of applicable host installation instructions and local instructions.

A7.7.3. Demographic Data. Organizational charts, rosters of key personnel, Unit Manpower Document (UMD), unit alpha roster, and unit personnel management roster (UPMR). Include a floor plan of the unit with room numbers and offices identified.

A7.7.4. Meetings. Schedule of all meetings conducted or attended by the unit CC and key staff members during inspection (for example, staff meetings, commander's call, quality force sessions, resource review boards, etc).

A7.7.5. Support Agreements. Listing and copies of all current memorandum of agreement and memorandums of understanding (MOA/MOUs), Interservice Support Agreements (ISA's), and host-tenant support agreements.

A7.7.6. Additional Duty Roster. Include telephone numbers and offices of points of contact.

A7.7.7. Inspection Materials. Previous inspection reports and self-inspection.

A7.7.8. Plans. Unit and Base Emergency Action and Disaster Preparedness Plans, as applicable.

A7.7.9. Unit Inbrief. Not to exceed 30 minutes. Include: mission overview, key customers, suppliers, products, processes and process owners, wartime contingency plans supported, UTC (unit type code), SORTS (Status of Resources and Training System) overview, LIMFACs (limiting factors) to mission accomplishment, personnel strengths (highlight significant concerns), unit organization and key personnel (wire diagram), latest climate survey results (highlights only), progress since last inspection (include responses to mission accomplishment recommendations from last report and development and use of quality management tools), and significant ongoing projects.

A7.7.10. IG Inbrief Support Requirements. Podium with microphone and reading lamp; computer with projection capability and PowerPoint 4.0 or higher installed; and facility reserved from 0700-1000 on the first day. A facility preinspection by the IG inbrief team is required. Have liaison personnel available to help set up and test equipment.

A7.7.11. Outbrief Support Requirements. Two podiums with reading lamps; unclassified computer projection system with PowerPoint 4.0 or higher installed; tape player with compatible sound system for facility being used; three flashlights; and facility reserved from 0800-1500 on the last day.

Attachment 8

PROFESSIONAL PERFORMER PROGRAM

A8.1. Introduction. The Inspector General (HQ AIA/IG) Professional Performer (PP) program is designed to identify and recognize exceptional individuals and outstanding teams at inspected units.

A8.1.1. Professional Performer Award. The HQ AIA/IG team identifies junior officer and enlisted members (O1 and O-2, E1 through E-6) and civilians (GS-9 and below) who exemplify the highest standards of dress and appearance, customs, courtesies, and duty performance, and whose contribution to the mission is clearly above that of their peers. All PP nominees must be directly observed by an IG team member. The number of professional performers is normally limited to no more than 10 percent of unit members. The HQ AIA/IG or designated representative will present a certificate of recognition and IG coin to each professional performer at the unit outbrief.

A8.1.2. Outstanding Team Award. The HQ AIA/IG team may recognize unit members who as a team have made contributions to the unit which are above and beyond normal, expected, or required performance of daily operations. The team can be either a natural working group or a cross-functional team. The following guidelines apply:

A8.1.2.1. The team worked on a specific project.

A8.1.2.2. The project is in line with the unit's mission and strategic planning efforts.

A8.1.2.3. The project has an identified start and, or stop date.

A8.1.2.4. The team must maintain accurate records (documented steps, progress, timelines, and milestones, etcetera.).

A8.1.2.5. The results are tangible and, or measurable.

A8.2. IG Outstanding Team Award. Recipients of the IG Outstanding Team Award will receive a certificate of recognition at the unit outbrief.